



DesignPro™ Deluxe

User Guide

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Chapter 1: Getting Started

Welcome to DesignPro™

DesignPro combines practical and professional design features that make it easy to design and print all of your Avery printable products. With layouts for over 575 Avery products, you can create projects for all of your office or home needs, from address labels and dividers to CD labels and greeting cards.

DesignPro™ Special Features

Quick Start Welcome Screen - DesignPro comes with a brand new look that makes it easy to get around the software and start your project.

Professional Pre-Designed Layouts - For a quick start, choose from over 1,300 projects designed for business or home use. Use the design as is or customize it by adding your own text, importing your own graphics or adding one of the 2,000 professional quality images included with DesignPro. It is easy to create matching business projects for a coordinated look for special events, like presentations and conferences.

Powerful Mail Merge - The software includes powerful and easy to use mail merge and database functions. Whether you create your database in DesignPro or import it from another program, mail merges are quick and easy. DesignPro is also completely compatible with Avery LabelPro and allows you to use files and lists created in that software.

Personalize Your Projects Using Your Own Graphics - DesignPro imports BMP, WMF, TIF, JPG, PCX, EPS, PCD, TGA, WPG, and IMG file formats.

Installation

System Requirements

The following is required to run DesignPro:

- Microsoft® Windows 95, 98, 2000, ME or NT 4.0
- PC Pentium® processor
- 64 MB memory (128 MB or greater recommended)
- 100 MB minimum hard disk space / 380 MB recommended

- Graphics card with a minimum resolution of 800 x 600 pixels
- 8x speed CD-ROM drive

Installing DesignPro™

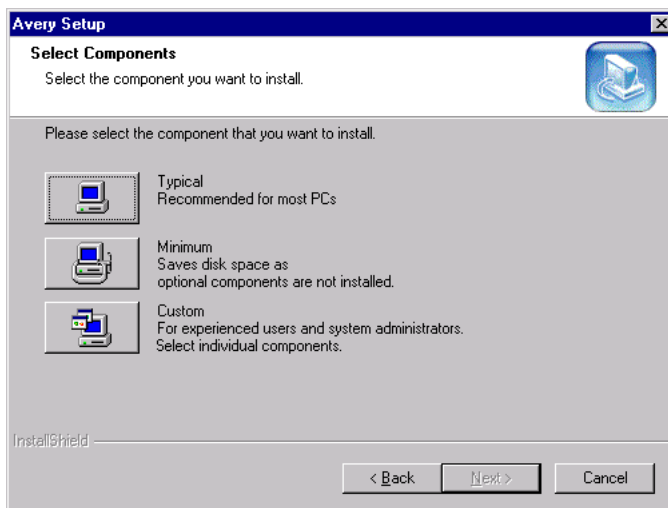
1. Close all programs and begin at the Microsoft® Windows desktop.
2. Insert the DesignPro CD-ROM into your CD-ROM drive.
3. The DesignPro startup window will appear.



If the startup window does not automatically appear, you will need to start setup manually as follows:

1. Select **Start > Run** from the Microsoft® Windows desktop and click **Browse**.
 2. Locate your CD-ROM drive and click once to open it.
 3. Double-click the **English** folder to open it. If your CD contains multiple languages, locate and open the desired language folder, for example, **German**.
 4. Double-click the **Setup.exe** file.
4. Click **Install DesignPro** and follow the on-screen instructions.

5. During setup, you will have three different installation choices. Select one of the following.



- **Typical** - Recommended for most PCs.
- **Minimum** - Saves disk space as optional components are not installed.*
- **Custom** - For experienced users and system administrators. Select individual components.

* If this option is selected, the DesignPro CD may need to be inserted to access included graphics.

6. Continue following the on-screen instructions to complete the installation.

7. After the installation is finished, restart your computer.

User Registration

Fill out and return the registration card included in the software package to receive free Technical Support and information on future updates or products.

Avery Support

Avery provides a variety of product and software support services.

Avery Consumer Service Centers

Avery Consumer Service Centers provide product information for all Avery products available in the United States and Canada. They can help you get products quickly even if the products are not carried by dealers in your area.

Avery Consumer Service Centers	
United States Phone: 1-800-GO-AVERY (1-800-462-8379) Fax: 1-800-831-2496	Canada Phone: 1-888-462-8379 Fax: 1-888-283-7939
Hours of operations are between 9 AM and 7 PM Eastern time (6 AM and 4 PM Pacific time) Monday through Friday.	

Avery Technical Support

Avery provides technical support by telephone for all Avery software products.

If you have a question about DesignPro, be sure to check the **DesignPro Help** file or this manual before calling Avery Technical Support.

Technical Support United States and Canada	
Phone: 1-972-389-3699	Fax: 1-972-446-2717
Hours of operations are between 8 AM and 8 PM Eastern time (5 AM and 5PM Pacific time) Monday through Friday.	

If you call Avery Technical Support, please be at your computer with DesignPro running. Be prepared to provide the following information:

- The version of DesignPro you are using. Select **Help > About...** from the DesignPro **Menu Bar** for version information.
- Details about your computer: type of computer, operating system, network, printer and printer driver and amount of memory.
- The *exact* wording of any messages that appeared on your screen.
- What you were doing when the problem occurred.

- Whether or not you could recreate the problem.
- How you tried to solve the problem.

You can also write to us at:

Avery Consumer Service Centers Correspondence	
United States Avery Dennison Consumer Service Center P.O. Box 129 Brea, CA 92822-0129	Canada Avery Dennison Consumer Service Center 1840 Clements Rd. Pickering, Ontario LIW 3R8

Avery.com

DesignPro includes layouts for most Avery printable products. Check Avery.com frequently for product updates, new layouts and more.

Chapter 2: Quick Tour

Starting DesignPro™

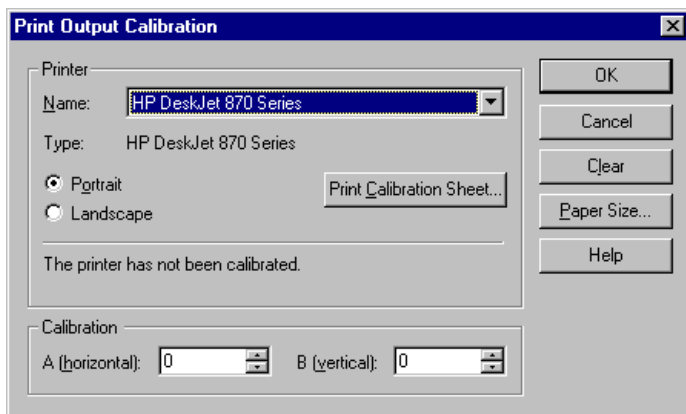


To start DesignPro from the Microsoft® Windows desktop:

Double-click the **DesignPro** icon or select **Start > Programs > Avery DesignPro > DesignPro**.

Calibrating Your Printer

The **Calibrate Printer** dialog box will appear the first time you start DesignPro. It is important to calibrate your printer. Calibrating your printer ensures that your design will print correctly on the Avery product. Click **Yes** to calibrate your printer. The **Print Output Calibration** dialog box appears.



1. Select your printer from the pull-down list box. If you plan to use more than one printer with DesignPro, you will need to select and calibrate each printer.
2. Click **Paper Size** and select **A4** or **Letter**. **A4** is the international standard size and **Letter** is the U.S. standard size.
3. Select **Portrait** and click **Print Calibration Sheet**. Follow the instructions on the printed output and type the calibration values in the fields provided.

4. Select **Landscape** and click **Print Calibration Sheet**. Follow the instructions on the printed output and type the calibration values in the fields provided.

5. Click **OK** when finished. The selected printer has been calibrated.

For more information on calibrating your printer refer to the **Calibrating Your Printer** section in **Chapter 9**.

Understanding DesignPro™ Basics

Label - The term label is used throughout the DesignPro software and this manual when referring to a variety of Avery products. Label may represent card products, name badges, dividers or any Avery printable product.

Template - This term refers to the software layout for an Avery product. Select an Avery product template to begin your project, then create your design on the template in the work area of the **Design** screen.

Master tab - Elements placed on the **Master** tab of the **Design** screen will appear on each label of your project. For example, place shared information such as a background or company logo on the **Master** tab. This information will then appear identically on all labels of that project.

Label tab - Each **Label** tab on the **Design** screen (**Label 1**, **Label 2**, and so on) contains a label template that represents the corresponding label on the Avery product sheet. **Label 1** represents the first label, **Label 2** represents the second label and so on.

Panel - Some Avery label templates may contain more than one panel on the **Master** and **Label** tabs. For instance, the front and back of a greeting card will be displayed together if they print on the same side of the sheet. The front section is one panel and the back section is another panel.

Objects - This term refers to the boxes that contain text, shapes, and images. Insert different objects onto the label templates of the **Design** screen to design your Avery product.

Handles - This term refers to the eight squares that appear on an object frame when an object is selected.

Layer - Objects are placed in different orders within a design. For example, a text object may be “on top of” a graphic object. The term layer is used to describe the order and placement of objects from the front to the back of a design.

Welcome Screen

The **Welcome Screen** presents several options for starting your project.



Create a Project Using a Pre-Designed Layout

Click here to view and select one of the many pre-designed layouts. Customize the layout by changing the text and image or by importing your own graphic.



Create a Project from Scratch

Click here to select a blank Avery template and create your own design.



Open an Existing Project

Click here to choose one of your previously saved projects.



Get Ideas from Avery.com

Click here to go to the Avery website. The Avery website offers great ideas on how to use Avery products.

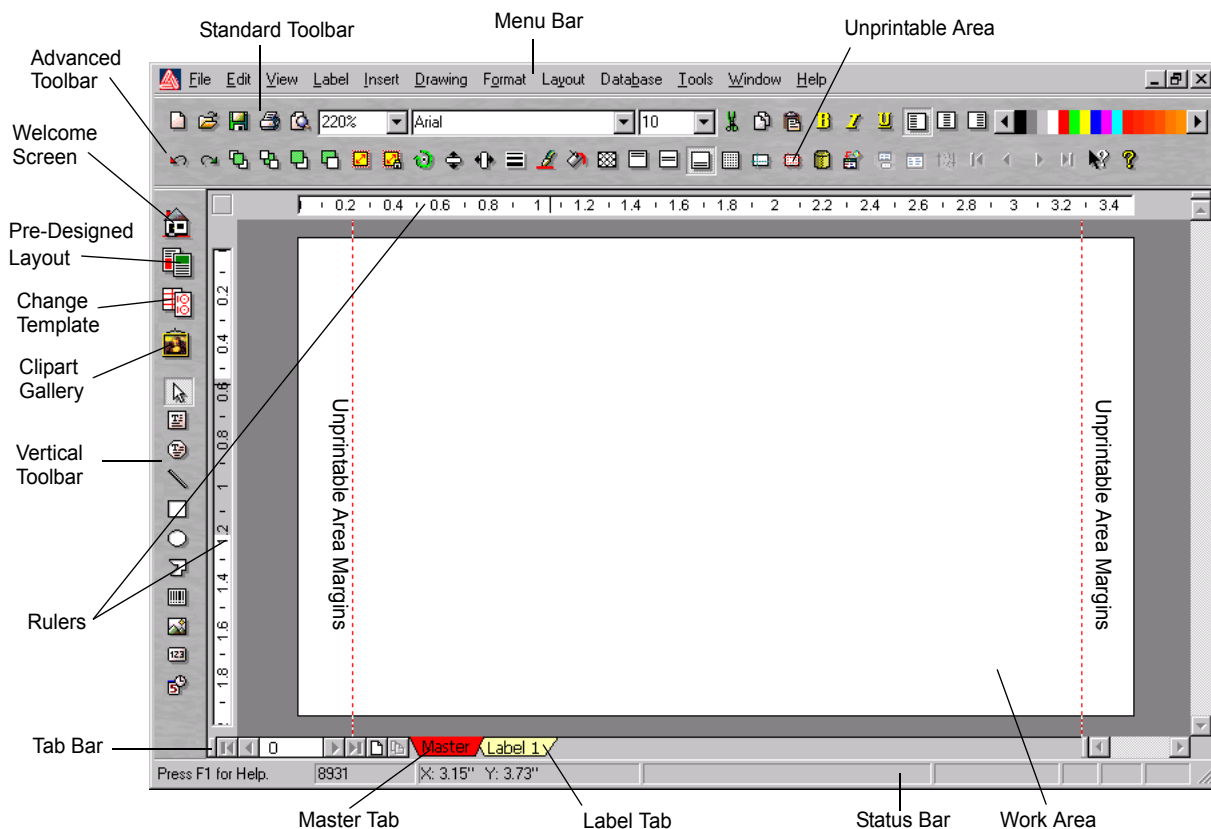


Help Getting Started

Click here for some tips on getting started using DesignPro.

Design Screen


After making your selections from the **Welcome Screen**, the **Design** screen appears.



The **Design** screen contains your personal design area and tools. DesignPro provides powerful tools that allow you to create professional looking projects.

We will review some of the **Design** screen features in this section. Each item discussed is identified on the **Design** screen illustration. For additional information, refer to **Chapter 4: DesignPro Tools**.



To return to the **Welcome Screen** at any time, click  on the **Vertical** toolbar or select **File > Welcome Screen**.

Menu Bar and Toolbars

All features available in DesignPro can be accessed from the **Menu Bar**. For ease of use, many frequently used menu selections have corresponding buttons on the **Standard**, **Advanced**, and **Vertical** toolbars.

Navigation Buttons

To make getting around DesignPro easier, the following navigation buttons are found at the top of the **Vertical** toolbar.



Welcome Screen - Click here to return to the **Welcome Screen**.



Pre-Designed Layout - Click here to select a pre-designed layout.



Change Template - Click here to change the template but keep the current design.



Clipart Gallery - Click here to browse and select artwork for your design.

Status Bar

Located on the bottom of the **Design** screen, the **Status Bar** displays tool and object-specific information, the Avery product number of the currently selected template, and the position of the pointer.

Work Area

The work area is defined by the Avery product template you have selected. The selected label is displayed and all design objects, images and text, will be placed in this area. You can change the display size of the work area by selecting **View > Zoom** or by making a selection from the **Zoom** pull-down list box on the **Standard** toolbar.

Tab Bar

The **Tab Bar** is located on the bottom of the **Design** screen. The **Tab Bar** contains a **Master** tab and one or more **Label** tabs depending on the product template selected. The **Tab Bar** allows you to:

- Scroll between **Master** tab and **Label** tabs
- Create, copy and delete **Label** tabs
- Rename **Master** and **Label** tabs

Master Tab

The **Master** tab is located on the **Tab Bar** and is bright red when active. When selecting projects from scratch, the **Design** screen opens with the **Master** tab active.

The **Master** tab represents a “master” label. Text, shapes or images (objects) placed on the **Master** tab are shared objects and will appear on all labels.

Right-click the **Master** tab and the following options are available:

- **New Label** - Creates a new **Label** tab
- **Rename Label** - Enables you to rename the **Master** tab



Important Things to Know About the Master Tab

- Objects placed on the **Master** tab are shared objects and will appear on all labels.
- Objects placed on the **Master** tab can only be selected and edited from the **Master** tab.
- The **Master** tab cannot be deleted or moved.
- Certain objects, such as **Serial Number**, **Date & Time** stamp, and **Database Fields** can only be inserted and edited on the **Master** tab.

Label Tab

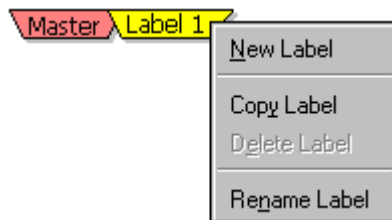
Individual **Label** tabs are located on the **Tab Bar** and are bright yellow when active.

A **Label** tab is created and numbered consecutively each time a label is added. **Label 1** through **Label ‘n’** tabs represent the individual labels on the sheet. You can add up to 1,000 **Label** tabs for each project.

Click a **Label** tab to add unique objects to that specific label. Any objects previously placed on the **Master** tab will appear on all labels.

Right-click on the **Label** tab and the following options are available:

- **New Label** - Creates a new **Label** tab
- **Copy Label** - Copies the active **Label** tab
- **Delete Label** - Deletes the active **Label** tab
- **Rename Label** - Enables you to rename the active **Label** tab





Creating Identical and Different Labels

Identical Labels

If creating identical labels, create your design on the **Master** tab only. The design will appear on all labels.



Labels with a Master Design and Different Information

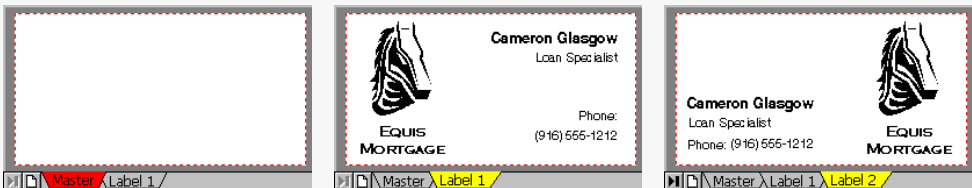
If creating labels with both shared *and* different information, use the **Master** tab to add shared design objects. Then, place the different information on each individual **Label** tab.



An example of labels using identical (shared) and different information is a business card design for multiple employees. To create business cards for multiple employees, place the background design and company logo on the **Master** tab. Add the first employee's information to the **Label 1** tab. To create the next label, right-click the **Label 1** tab and select **New label**. Add the second employee's information to the **Label 2** tab, and so on.

Different Labels

If you want to create a sheet with several different labels, do not use the **Master** tab. Add a **Label** tab for each individual label and design.




Rulers

Horizontal and vertical rulers are displayed on the **Design** screen. The ruler setting defaults to your system's measurement unit. To change the measurement unit (millimeters, points, or inches), select **Tools > Options > General** tab.

The pointer position is continuously indicated by a floating line in both the horizontal and vertical ruler areas. The exact position of the pointer is also shown in the **Status Bar**, at the bottom of the **Design** screen, as X (horizontal) and Y (vertical) coordinates.


Unprintable Area

 Click the **Unprintable Area** button to display the unprintable area margins. Objects placed in this unprintable area will not print. The size of the unprintable area varies from printer to printer and also by Avery product.

DesignPro™ Help

DesignPro provides a complete **Help** system. This is a quick reference to DesignPro menus, commands and features. To activate the **Help** system, select **Help > DesignPro Help** from the **Menu Bar**. The **Help** topics will appear on-screen. Use the **Contents**, **Index** and **Find** tabs to search for additional information on DesignPro features.

The **Getting Started** help file provides a quick overview of how to use DesignPro. To open the **Getting Started** help file, click **Help Getting Started** on the **Welcome Screen**. The help file will also appear automatically the first time the **Design** screen opens. To access the file at any time, select **Help > Getting Started**.

DesignPro also offers the **What's This?** feature. Select **Help > What's This?** or click  on the **Advanced** toolbar. When the **What's This?** function is activated, a question mark is added to the mouse pointer. Click the mouse on a button or menu item and a popup window containing relevant information appears.

Chapter 3: DesignPro™ Lesson 1

Creating Identical and Different Labels

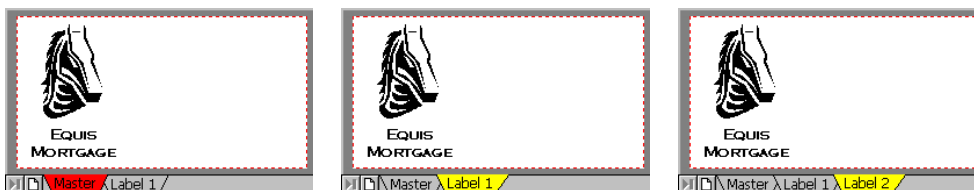
DesignPro makes it easier than ever to design all types of labels. In this lesson, we will use the **Master** tab and individual **Label** tabs to create three types of label designs.



- Identical labels
- Labels with both identical (shared) *and* different information
- Entirely different labels


For an illustration of each type of label, refer to the **Creating Identical and Different Labels** section in **Chapter 2**. To get the most out of this lesson, be sure to follow the steps from beginning to end.

Creating Identical Labels

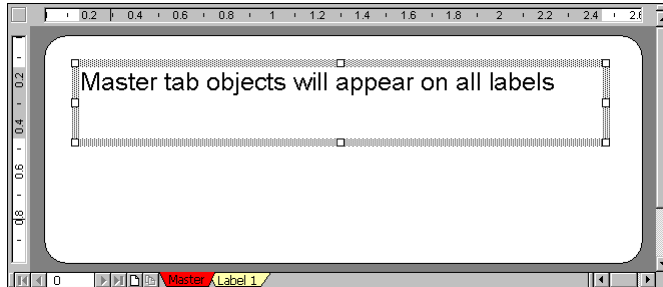
To create identical labels, you will place all design elements on the **Master** tab only. The design will then appear on all labels, as illustrated.




1. From the **Welcome Screen**, select **Create a Project from Scratch**. If the **Welcome Screen** is not open, select **File > New > Project from Scratch** or click  on the **Standard** toolbar. The **Select Template** dialog box appears.
2. In the **Find Item Number** field, type the Avery label number **5160**. Click **Find**. The desired label template is selected and a **Preview** of the label sheet is displayed.
3. Click **OK**. The blank label template appears and the **Master** tab is active. Close the **Avery DesignPro Help** dialog box if it appears.
4. Click **File > Save** or click  on the **Standard** toolbar. Save the project as **Lesson 1**.

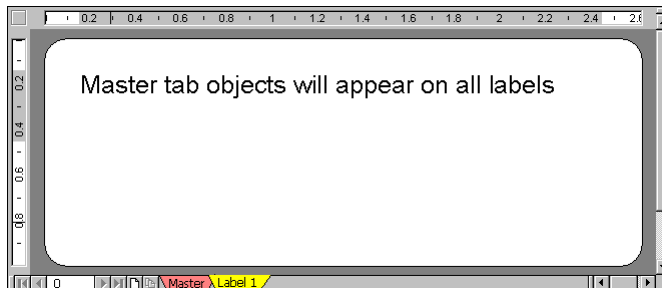
5. To create identical labels, place all design objects on the **Master** tab only. With the **Master** tab active, click **Insert Text**  on the **Vertical** toolbar. A text object is automatically created and edit mode is active indicated by the blinking cursor.

6. Type the following text in the text object: **Master tab objects will appear on all labels**. Move and resize the text object to fit on the upper part of the label template as illustrated.



7. **Resizing and Moving Text Objects:** To resize a text object, click and drag one of the eight handles of the text object. Release the mouse and the object is resized. To move an object, click on the object frame. Place the cursor on the edge of the object until it changes to a four-arrow pointer . Click and drag the object to the new location. Release the mouse to complete the move.

8. Click the **Label 1** tab. **Label 1** represents the first label on the sheet. The text object that was placed on the **Master** tab also appears on **Label 1**. You cannot select or edit the text from **Label 1**.



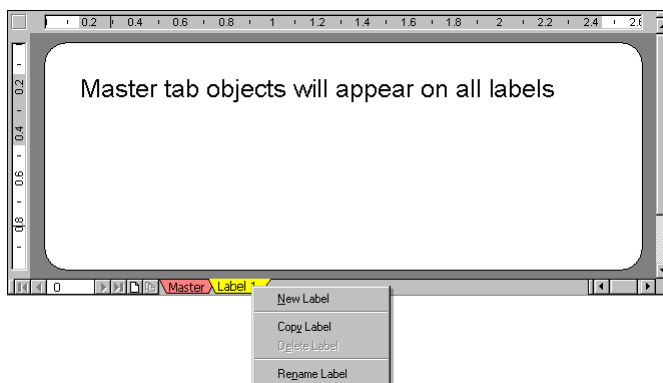
All objects placed on the **Master** tab can *only* be edited or deleted from the **Master** tab.

9. Select **File > Print**. Select **Master Label Only**. Under **Number of Copies**, select **Sheets** to print the whole sheet of labels. Select **Print Preview**. Note that each label on the sheet contains the text from the **Master** tab. You have created a sheet of identical labels. Click **Close** to return to the **Design** screen without printing.

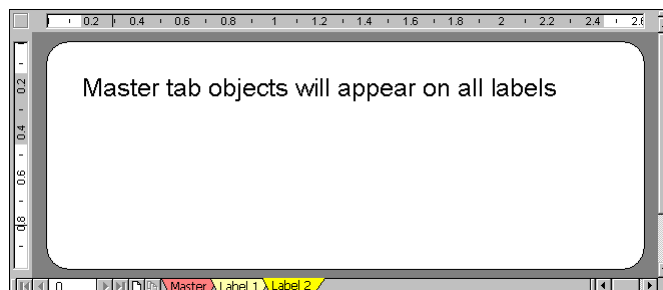
Creating Labels with Both Identical *and* Different Information



We will continue the steps above by creating labels that contain both identical (shared) *and* different information. So far, we have created identical labels by adding text to the **Master** tab only. Next, we will add another label to our project and add different text to **Label 1** and **Label 2**.

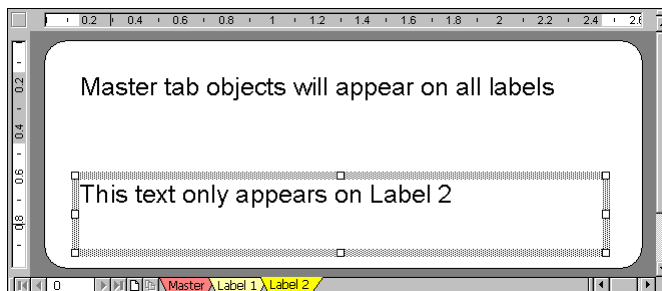
1. Continuing from above, we will add another label. Right-click the **Label 1** tab and select **New Label**.



A **Label 2** tab is added to the **Tab Bar** and is active. **Label 1** represents the first label on the sheet, **Label 2** represents the second label on the sheet.



2. Click the **Label 1** tab to select it. Click **Insert Text**  on the **Vertical** toolbar. A text object is automatically created. Move and resize the text object to fit in the lower half of **Label 1**.
3. Click inside the text object and type the following text: **This text only appears on Label 1**.
4. Click the **Label 2** tab. Click **Insert Text**  on the **Vertical** toolbar to create a text object on **Label 2**. Move and resize the text object to fit in the lower half of **Label 2**.
5. Click inside the text object and type the following text: **This text only appears on Label 2**.
6. Click each tab and note the text on the **Master** tab appears on all labels. The text on the individual labels (**Label 1** and **Label 2**) only appears on that specific label.



Objects placed on the **Master** tab can *only* be edited or deleted from the **Master** tab. Objects placed on **Label 1** and **Label 2** can only be edited or deleted from that specific label.

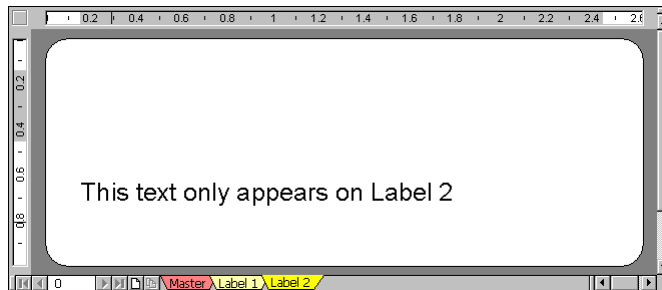
7. Select **File > Print**. Select **All Designed Labels**. Under **Number of Copies**, select **Labels** and click **Print Preview**. Select **100%** from the pull-down list box to enlarge the preview. **Label 1** and **Label 2** contain both shared *and* different information. Click **Close** to return to the **Design** screen without printing.

Creating Entirely Different Labels

Next, we will create entirely different labels by using only the **Label** tabs. To create different labels using our current project, we will remove the shared text from the **Master** tab.

1. Continuing the steps above, click the **Master** tab to select it. Select **Edit > Select All** to select all objects on the **Master** tab. Press the **Delete** key on the keyboard. The text object is removed from the **Master** tab.

2. Click the **Label 1** and **Label 2** tabs. Only the individual text placed on each label now appears. The shared text on the **Master** tab has been removed from all labels.



3. Select **File > Print** and click **Print Preview**. Select **100%** from the pull-down list box to enlarge the preview. **Label 1** and **Label 2** contain different information. Click **Close** to return to the **Design** screen without printing.

4. Save and close this project for later reference. For information on printing different types of label projects, refer to **Chapter 9**.


Chapter 3: DesignPro™ Lesson 2

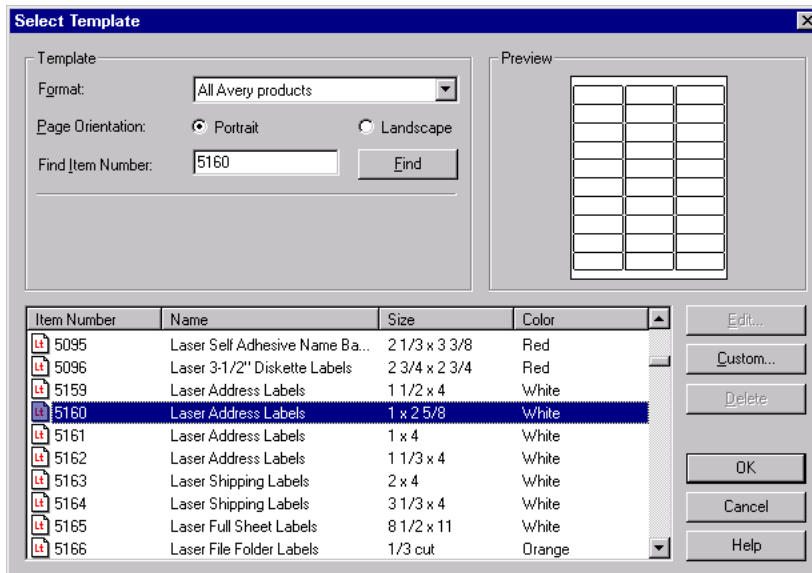
Creating a Database and Mail Merge

DesignPro's unique mail merge features make database input easier, and the merge process faster, by combining numerous steps into one simple process. In this lesson, we will select a label template, create a database, perform a basic mail merge onto the labels, and show you how to display and navigate between records.


Selecting a Template

First we will select an Avery label template.

1. From the **Welcome Screen**, select **Create a Project from Scratch**. If the **Welcome Screen** is not open, select **File > New > Project from Scratch** or click  on the **Standard** toolbar. The **Select Template** dialog box appears.
2. In the **Find Item Number** field, type the label number **5160** and click **Find**. The desired template is highlighted and selected.




3. Click **OK**. The **Design** screen appears with the **Master** tab active. Close the **Avery DesignPro Help** dialog box if it appears.

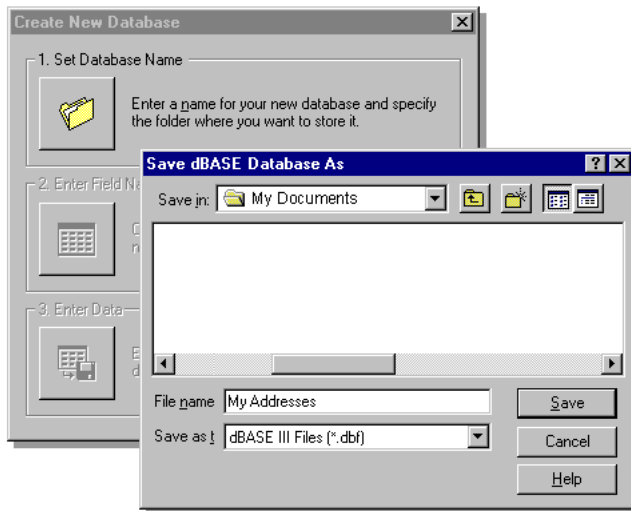
4. Click **File > Save** or click  on the **Standard** toolbar. Save the project as **Lesson 2**.

Creating a Database

Next, we will create a database of names and addresses to merge onto the mailing labels. The **Create New Database** wizard provides 3 easy steps: **1. Set Database Name**, **2. Enter Field Names and Parameters**, and **3. Enter Data**.

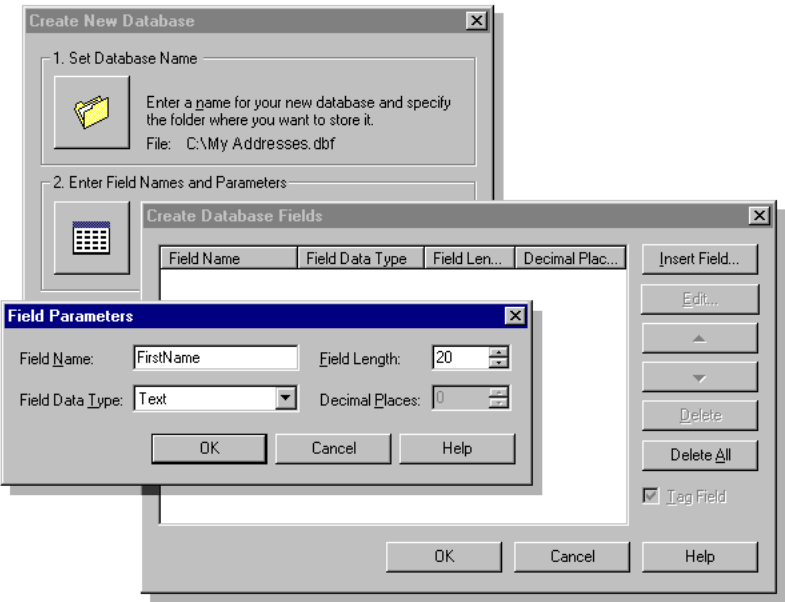
1. Select **Database > New** or click  on the **Advanced** toolbar. The **Create New Database** dialog box appears.

2. Click **1. Set Database Name**. The **Save dBASE Database As** dialog box appears.



3. Select or create the directory where the file is to be saved, name the database file **MyAddresses** and click **Save**.

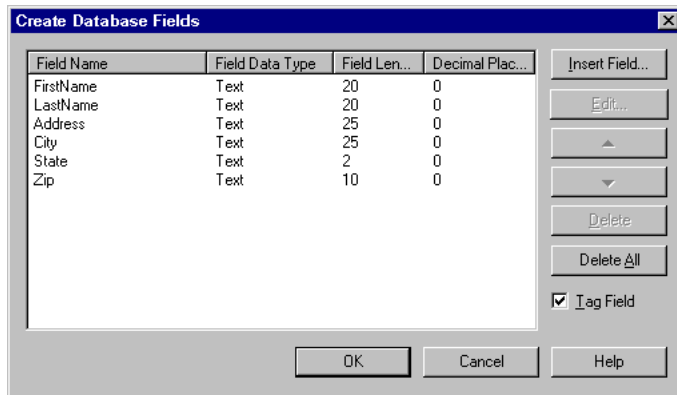
4. Click **2. Enter Field Names and Parameters**. The **Create Database Fields** dialog box appears.



5. Click **Insert Field** to open the **Field Parameters** dialog box. Using the following table, type the first **Field Name** and **Field Length** and click **OK**. Repeat this step to add the remaining **Field Names** and **Field Lengths**.

Field Name	Field Length
FirstName	20
LastName	20
Address	25
City	25
State	2
Zip	10

6. When finished typing all field information, the dialog box should look like this.

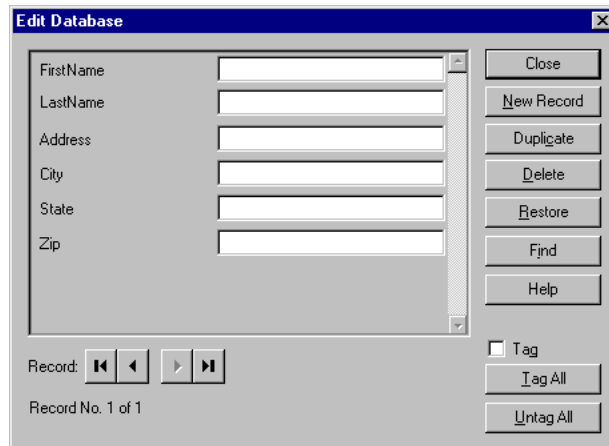


The 'Create Database Fields' dialog box features a table with four columns: 'Field Name', 'Field Data Type', 'Field Len...', and 'Decimal Plac...'. It contains six rows of field definitions. To the right of the table are buttons for 'Insert Field...', 'Edit...', and navigation arrows. Below these are 'Delete' and 'Delete All' buttons, followed by a checked 'Tag Field' checkbox. At the bottom are 'OK', 'Cancel', and 'Help' buttons.

Field Name	Field Data Type	Field Len...	Decimal Plac...
FirstName	Text	20	0
LastName	Text	20	0
Address	Text	25	0
City	Text	25	0
State	Text	2	0
Zip	Text	10	0

7. Click **OK**.

8. To add your information to the database file, click **3. Enter Data**. The **Edit Database** dialog box appears. The **Field Names** you typed are on the left.



The 'Edit Database' dialog box displays the field names entered in the previous step on the left, each with an adjacent text input field. On the right, there is a vertical stack of buttons: 'Close', 'New Record', 'Duplicate', 'Delete', 'Restore', 'Find', and 'Help'. At the bottom left, there are record navigation buttons (first, previous, next, last) and a 'Record: 1 of 1' indicator. At the bottom right, there is a 'Tag' checkbox and buttons for 'Tag All' and 'Untag All'.

9. Using the table below, type the Record 1 information into the appropriate fields. Use **Tab** or **Enter** to move between fields. Click **New Record** to add the next person's information.

Field Name	Record 1	Record 2	Record 3
FirstName	John	David	Janis
LastName	Smith	Schreiber	Jett
Address	1234 Main Street	1414 N. Grazer Ln.	1212 W. Rocket Rd.
City	New York	Los Angeles	Long Beach
State	NY	CA	CA
Zip	10001	90002	90003

10. When all three records have been added, click **Close**. The database is saved and linked with the current project. The **Insert Field** dialog box appears.

Merging Database Information onto the Labels

Next, we will merge the information from your new database onto the labels by inserting the fields (**FirstName**, **LastName**, etc.) on the **Master** tab. Database fields can *only* be inserted onto the **Master** tab.

1. Continuing from above, the **Insert Field** dialog box is now open. If the **Insert Field** dialog box is not open, select **Database > Insert Field**. We will use the **Insert**, **Space**, **Tab** and **New Line** buttons to insert and position the database fields on the **Master** tab.



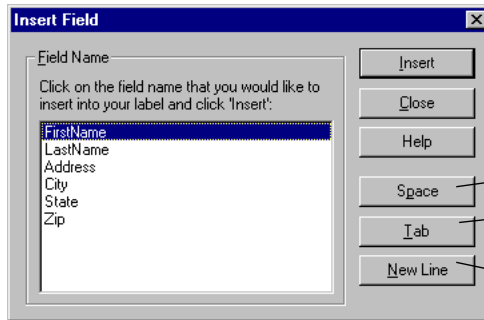
**Quick
Tip**

If the **Insert Field** dialog box is hiding the label, click and drag the top edge to move it.

2. Select **FirstName** and click **Insert**. This inserts the **FirstName** field onto the label. Click **Space** to insert a space to separate the first and last name. Then, select **LastName** and click **Insert**.

3. To place the address field on the next line of the label, click **New Line**. Then, select **Address** and click **Insert**.

4. Click **New Line**. Continuing the above method, select and insert the **City**, **State** and **Zip** fields, adding a space between each.



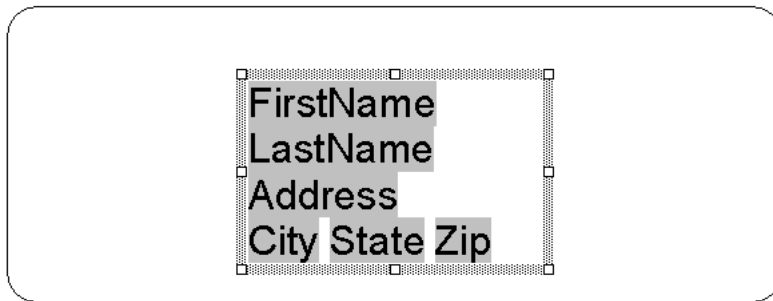
Use the indicated buttons to help design your layout by adding spaces, tabs and new lines.

Space - Inserts a character space

Tab - Inserts a tab using the default tab settings

New Line - Adds a new line

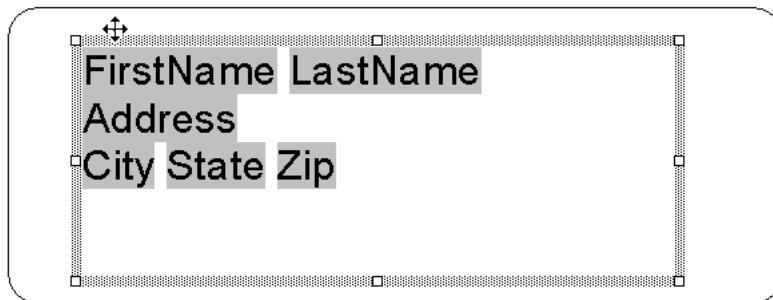
5. Click **Close** when finished. Your label should look like this.




6. Resize the text object, as in the following illustration, to fit more appropriately on the label. Format the text as desired. Add additional punctuation, such as a comma after **City**, if desired.

Resizing and Moving Text Objects

1. To resize a text object, click and drag one of the eight handles of the text object. Release the mouse and the object is resized.

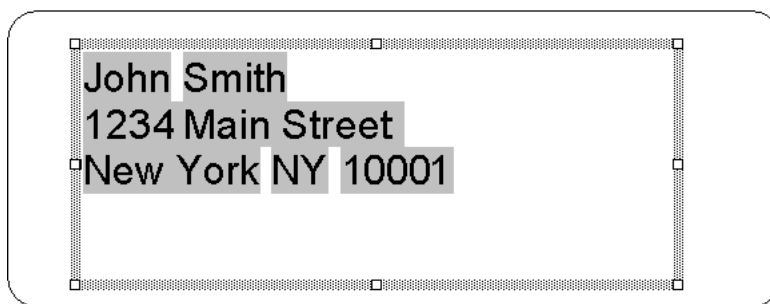


2. To move an object, click on the object frame. Place the cursor on the edge of the object until it changes to a four-arrow pointer . Click and drag the object to the new location. Release the mouse to complete the move.

Finishing Your Project

We will finish this lesson by showing you how to display and navigate between the records in your database and how to save and print your project.

1. The **Master** tab contains the field names of your database. To view the record information from your database instead of the field names, select **Database > Display Field Contents**. A database record appears on the **Master** tab.



2. Scroll through the names in the database by selecting **Database > Go To** and selecting **First Record**, **Previous Record**, **Next Record** or **Last Record**. The selected record appears on the **Master** tab. You can also scroll through the records by clicking the navigation buttons



3. Select **File > Print**. Select **Master Label Only** and click **Print Preview** to view the label sheet. Select **100%** from the pull-down list box to enlarge the preview. The top three labels of the sheet contain the database information. Click **Close** to return to the **Design** screen.


4. Save and close this project for later reference. For more information on using databases, refer to **Chapter 8**. For printing information, refer to the **Printing Projects with Database Fields** section in **Chapter 9**.

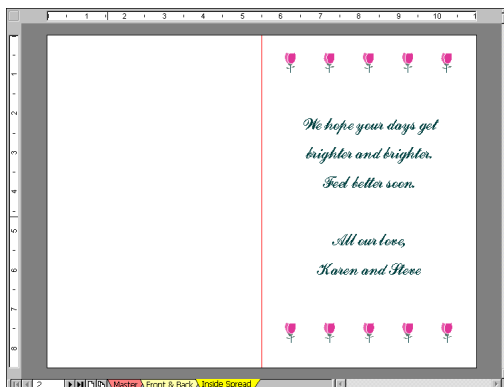
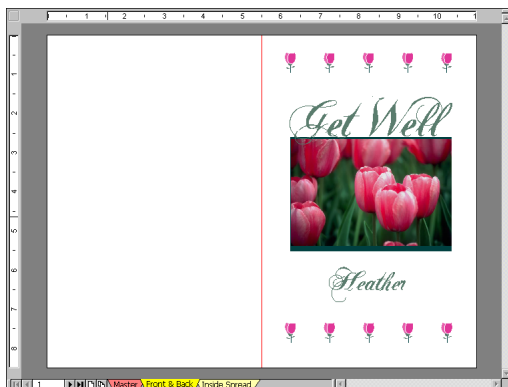
Chapter 3: DesignPro™ Lesson 3

Customizing a Pre-Designed Greeting Card

DesignPro includes several pre-designed greeting card templates to help you customize and create professional looking card products. In this lesson, we will select a pre-designed greeting card template and customize it by replacing text and images on the front, back and inside of the card.

Selecting a Pre-Designed Half-Fold Card Template

1. From the **Welcome Screen** select **Create a Project Using a Pre-Designed Layout**. If the **Welcome Screen** is not open, select **File > New > Pre-Designed Layout** or click  on the **Vertical** toolbar. The **Select a Pre-Designed Layout** dialog box appears.
2. Double-click the **Greeting Cards and Note Cards** folder to open it. Next, double-click the **Half-Fold Cards** folder, then click the **3251** folder. Locate and double-click the **Get_Well_HalfFold_Card** thumbnail on the right side of the dialog box.
3. The greeting card template appears on the **Design** screen. Close the **Avery DesignPro Help** dialog box if it appears.



4. Click **File > Save** or click  on the **Standard** toolbar. Save the project as **Lesson 3**.

5. The tabs have been renamed in many of the pre-designed layouts. **Label 1** has been renamed **Front & Back**. **Label 2** has been renamed **Inside Spread**. Take a moment to click and review the design on each tab. There is nothing on the **Master** tab. There is a combination of clipart and text on the **Front & Back (Label 1)** and **Inside Spread (Label 2)**.







Since design elements placed on the **Master** tab would appear on all **Label** tabs (**Front & Back** and **Inside Spread** tabs for this project), you would not use the **Master** tab when designing two-sided products, such as greeting cards.

Replacing Images

Designs are created by inserting different kinds of objects on the label template. Graphic objects contain an image or clipart and text objects contain text. Replace an existing image or clipart, by adding your own or by making another selection from the many graphics provided by DesignPro. Replace text by typing over the current text.



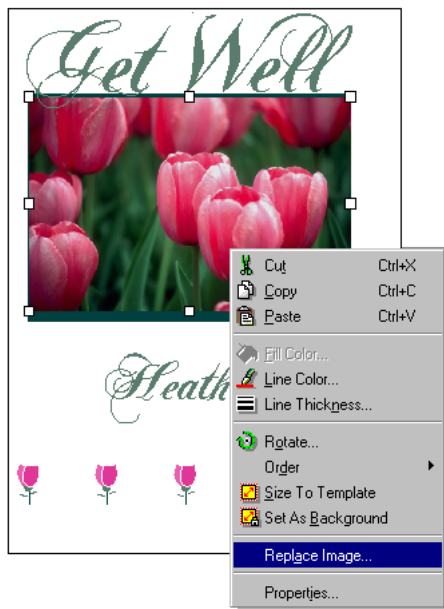
The pre-designed layouts in DesignPro have been created using multiple objects on different layers of the design. It may be necessary to rearrange the order or layering of the objects. For example, you may want to bring a text object forward in the design so it appears on top of an image. To change the order of an object in the design layer, click on the object to select it. Then, click one of the **Order** buttons     **Bring to Front**, **Move to Back**, **One Level Forward**, **One Level Back** on the **Advanced** toolbar.


1. To replace the tulip image, click on the **Front & Back** tab to select that tab template. Click the tulip image to select the graphic object.

2. Right-click the graphic object and select **Replace Image**. The **Replace Image** dialog box appears. Locate a different image or clipart and click the thumbnail on the right to select it. Click **OK**. The new image automatically replaces the previous image.



If the **Sample Graphics** folder and contents is not displayed the first time the **Replace Image** dialog box opens, you selected an installation option that did not install the DesignPro graphics. To choose from the DesignPro images, you will need to insert the DesignPro CD and then select the **Replace Image** command. If the startup window appears when you insert the CD, click **Exit**.



3. Resize and move the image or clipart as desired. To resize an image, click and drag one of the eight handles of the graphic object. Release the mouse and the image is resized. To move a graphic object, click on the object to select it. The cursor becomes a four-arrow pointer . Click and drag the object to the new location. Release the mouse to complete the move.



To resize an image or clipart and maintain the proportions (aspect ratio), click the graphic object. Hold down the **Shift** key and drag one of the object's corner handles. Release the mouse and the image or clipart is resized.

Replacing Text

1. Click on the text you want to replace. The text object is activated and the blinking cursor indicates you are in text edit mode. Select the text you want to replace and type the new text.



Text objects have two editing modes: content editing for changing text and object editing for changing the actual object. Clicking inside the text object activates the content editing mode. A blinking cursor appears and you can edit or format the content. Click on the object frame to select the actual object.

2. Select the text and format as desired using the text formatting tools on the **Standard** toolbar (**Font**, **Point Size**, **Bold**, **Italic**, **Underline**, **Align Left**, **Center**, **Align Right** and **Color Palette**).



To select and format all the text easily, click inside the text object. Select **Edit > Select All** or press **Ctrl+A** on the keyboard. Right-click inside the text object and select **Character** or **Alignment** to access the text formatting tools.

3. To resize the text object, click and drag one of the eight handles. The eight handles appear when an object is selected and in edit mode.

4. Using the same method, replace and format other text on the **Front & Back** and **Inside Spread** tabs as desired.



5. Save and close this project for later reference. To print a two-sided product, such as a half-fold greeting card, refer to the **Printing Two-Sided Products** section in **Chapter 9**.

Chapter 3: DesignPro™ Lesson 4


Creating CD/DVD Labels

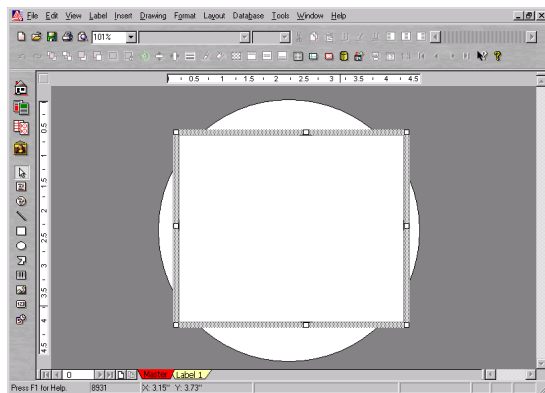
In this lesson, we will select a CD/DVD label template and then add round text, a serial number, clipart and a background image to the label. We will also show you how to save time and ink when printing and how to cover the entire label when printing to the edge.


Selecting a Template

1. From the **Welcome Screen**, select **Create a Project from Scratch**. If the **Welcome** screen is not open, Select **File > New > Project from Scratch** or click  on the **Standard** toolbar. The **Select Template** dialog box appears.
2. In the **Find Item Number** field, type the label number **8931** and click **Find**. If there are multiple selections for **8931**, select the **White CD/DVD Labels for Ink Jet**.
3. Click **OK**. The blank label template appears and the **Master** tab is active. Close the **Avery DesignPro Help** dialog box if it appears.
4. Click **File > Save** or click  on the **Standard** toolbar. Save the project as **Lesson 4**.

Inserting Round Text

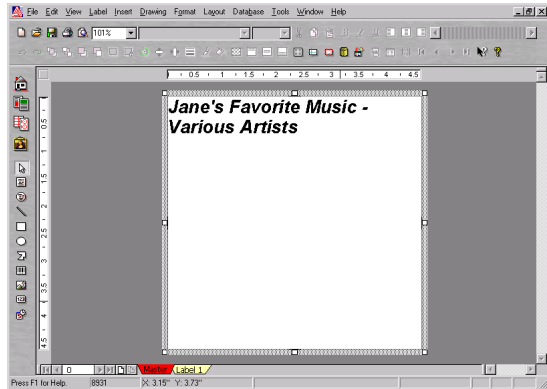
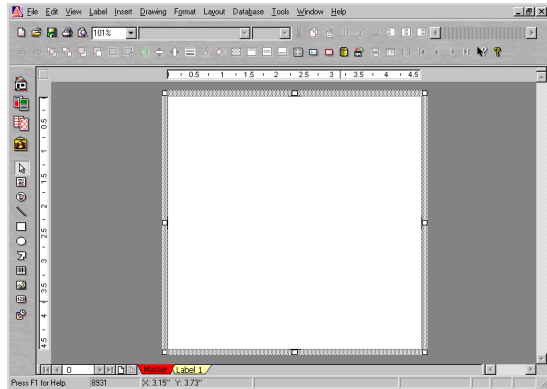
1. With the **Master** tab active, click **Insert Round Text**  on the **Vertical** toolbar. A text object is automatically created and edit mode is active indicated by the blinking cursor. When in text edit mode the round text object is shown as a square box.



2. Before typing text, select **Layout > Size To Template** or click  on the **Advanced** toolbar. The object resizes to fit the CD/DVD label template. The square box remains ready for text input.

3. Type the following: **Jane's Favorite Music - Various Artists**. The text may wrap to another line but it will be converted to a single line of text along the curve of the circle. It is not possible to enter multiple lines of text in a round text object.

4. Select the text in the box and format as desired using the text formatting tools on the **Standard** toolbar (**Font**, **Point Size**, **Bold**, **Italic**, **Underline**, **Align Left**, **Center**, **Align Right** and **Color Palette**).

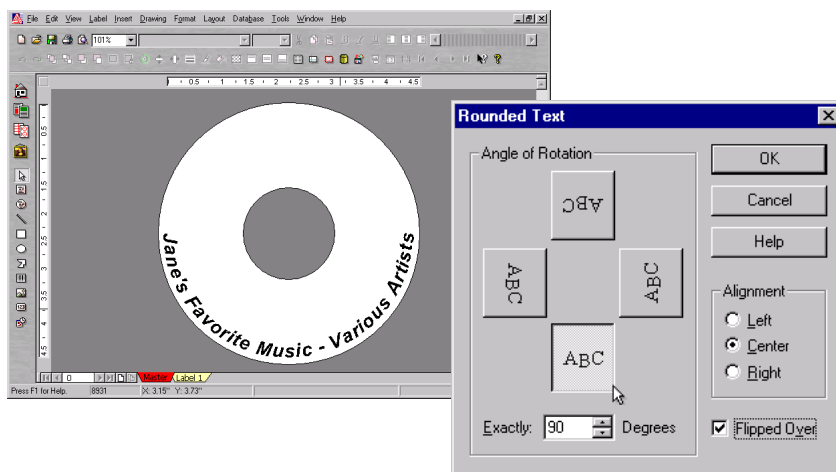
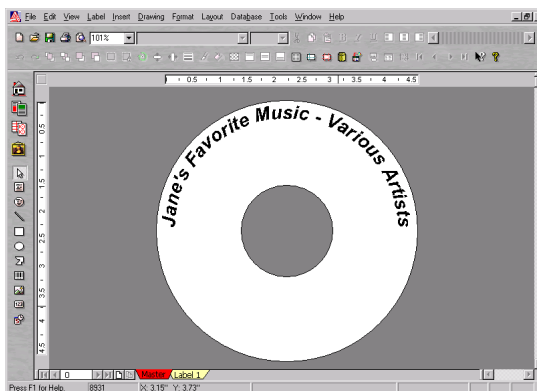


To select and format all text in a text object easily, click inside the text object. Select **Edit > Select All** or press **Ctrl+A** on the keyboard. Right-click inside the text object and select **Character** or **Alignment** to access the text formatting tools.

5. Click outside of the round text object to deselect it. Note that the round text aligns on the top curve of the CD/DVD label template.

6. Click the label template to select the round text object again. Right-click in the object and select **Snap Text To Ellipse**.

7. The **Rounded Text** dialog box appears. The options presented allow you to change the angle and alignment of the text on the circle. You can also flip text 180 degrees. Click the bottom **ABC** button and click the **Flipped Over** check box.





8. Click **OK**. Click outside of the round text object to deselect it. Note that the round text is now aligned along the bottom curve of the circle.

Resizing and Moving a Round Text Object

Text and round text objects have two editing modes: content editing for changing text and object editing for changing the actual object. Clicking inside the text object activates the content editing mode. A blinking cursor appears and you can edit or format the text. To select

the actual object, click on the object frame. You can resize a text or round text object in either mode. However, to move an object, the actual object must be selected.

1. To resize a round text object, click the object frame to select it.
2. To keep the circular shape, hold down the **Shift** key and drag one of the object's corner handles. Release the mouse and the object is resized. Also try resizing the object without holding down the **Shift** key. Continue resizing the object to become familiar with this feature.
3. To move an object, place the cursor on the object frame until it changes to a four-arrow pointer . Click and drag the object to the new location. Release the mouse to complete the move. Continue moving the object to become familiar with this feature.
4. When finished, click on the object to select it. Select **Layout > Size to Template** or click  on the **Advanced** toolbar. The round text object fills the template again.




You can also right-click on the object to select **Size to Template**.

5. Click outside of the object to deselect it.

Inserting a Serial Number

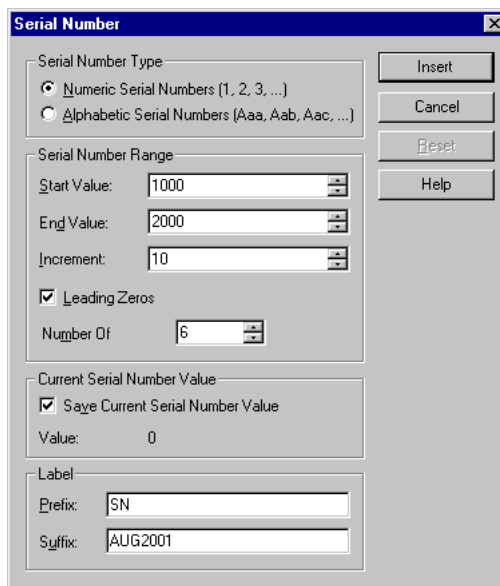
Next, we will insert a serial number. If you do not think you will use this feature, continue to the next section in this lesson.

1. The **Master** tab should be bright red and active. Serial numbers can only be inserted on the **Master** tab.

2. Click **Insert Serial Number**  on the **Vertical** toolbar. The **Serial Number** dialog box appears.

The **Serial Number** dialog box enables you to format a serial number. You can select a start and end value for the number and an increment number. You can add **Leading Zeros** in front of the serial number. You can also enter a prefix and/or suffix that will appear before or after your serial number. If you save the current serial number value, the last number printed is remembered. The next time you open and print the project, the serial number begins where it left off.

To demonstrate the various features, we will enter several settings. For more information on this dialog box, refer to the **Text Objects: Inserting and Generating Serial Numbers** section in **Chapter 6** or to the **DesignPro Help** file.



3. Enter the following settings:

Numeric Serial Numbers: selected

Start Value: 1000

End Value: 2000

Increment: 10

Leading Zeros: Checked

Number Of: 6

Save Current Serial Number Value: Checked

Prefix: SN

Suffix: AUG2001

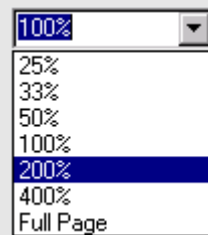
4. Click **Insert**. A text object is automatically created and the number is inserted on the **Master** tab. Select and format the text as desired.

5. Click and drag the object frame to move the serial number to the top of the label.

6. To view the generated numbers, select **File > Print**. Select **Master Label Only** and under **Number of Copies**, select **Sheets** and enter **10** for **Copies**. Click **Print Preview**. Using the **Next** and **Previous** buttons, scroll through the 10 sheets of labels and note how the serial number increments by 10 each time. Also note that the round text appears on all labels. Objects placed on the **Master** tab appear on all labels.




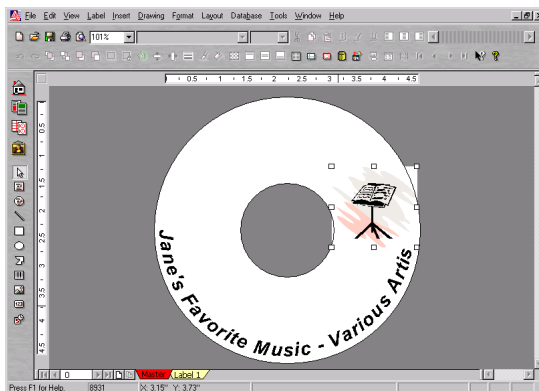
To enlarge the **Print Preview**, enter a higher number in the **Zoom** field at the top of the **Print Preview** dialog box.



7. Click **Close** to return to the **Design** screen.

Inserting Clipart

1. Click the **Master** tab to select it.
2. Click **Clipart Gallery**  on the **Vertical** toolbar. Locate a clipart image. Click the clipart thumbnail on the right to select it and click **OK**. The clipart is inserted in the center of the **Master** label template.
3. Using the methods previously discussed in this lesson, resize and move the graphic to fit on the right side of the label. Hold down the **Shift** key when resizing to maintain the image proportions (aspect ratio).




If the clipart folders are not displayed the first time you use the **Clipart Gallery** feature, you selected an installation option that did not install the DesignPro sample graphics. You will need to insert the DesignPro CD to access the clipart. If the startup window appears when you insert the CD, click **Exit**.


Inserting an Image and Creating a Background

Before creating a background image that will print to the edge of the label when using the **Size To Template** or **Set As Background** commands discussed in this section, a bleeding value must be entered. To set a bleeding value:

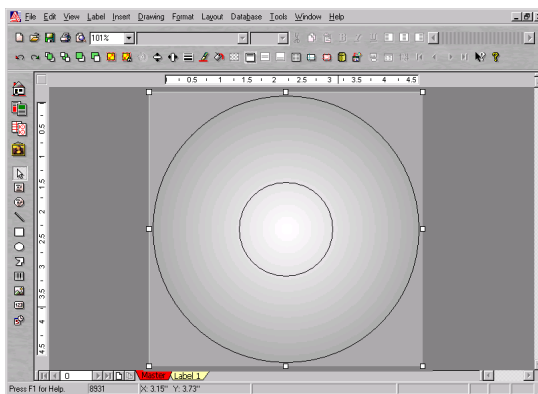
1. Select **Tools > Options > Objects** tab.
2. For **Bleeding**, enter a value of at least .125" to .25" (or 3 mm to 6 mm) and click **OK**.



In the following steps, when we insert an object and select **Size To Template** or **Set As Background**, the object will overlap the label template by the **Bleeding** value entered which ensures full coverage of the label when printing.

3. With the **Master** tab active, click **Clipart Gallery**  on the **Vertical** toolbar. Locate and select an image to use for the background of the label. We selected an image from the **Gradients** folder. Click **OK**. The image is inserted on the **Master** tab and the graphic object is selected.

4. To enlarge the image to cover the entire label, select **Layout > Size To Template**, or click  on the **Advanced** toolbar. The image is sized and extends beyond the label template edge depending on the **Bleeding** value entered above.

5. The new object is on top of and hiding the other objects in the design layer. There are two ways to move the new object to the background so the other objects will be visible again. With the object selected:



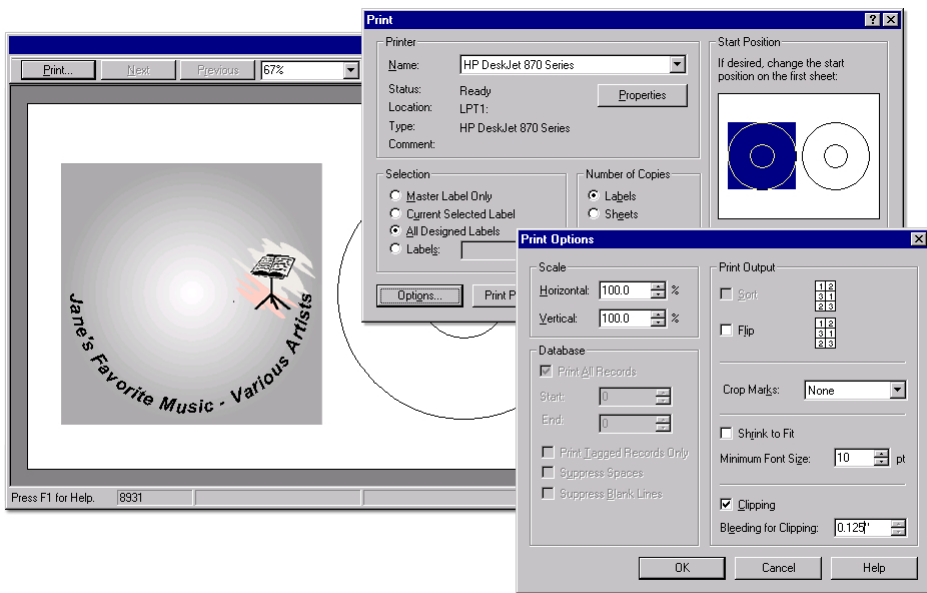
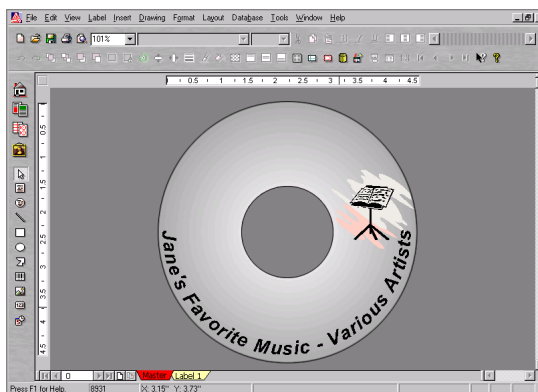
- Click **Move To Back**  on the **Advanced** toolbar. The image is moved to the back of the design and the other objects are now visible.
- Or select **Layout > Set As Background**, or click  on the **Advanced** toolbar. The object is moved to the background and clipped to the label. Background objects created in this way cannot be selected or edited. They can only be deleted by selecting **Layout > Delete Background**.

6. To view the design as it will appear on the printed label, select **View > Clipping on Screen**. This removes the portions of the design that fall within the unprintable area, such as the center hole of the CD/DVD label. However, the image is clipped on-screen only. At this point, the image will not be clipped on the label sheet when printed.

Preparing for Printing

DesignPro provides tools to help you save time and ink by clipping images or backgrounds to the label template when printing.

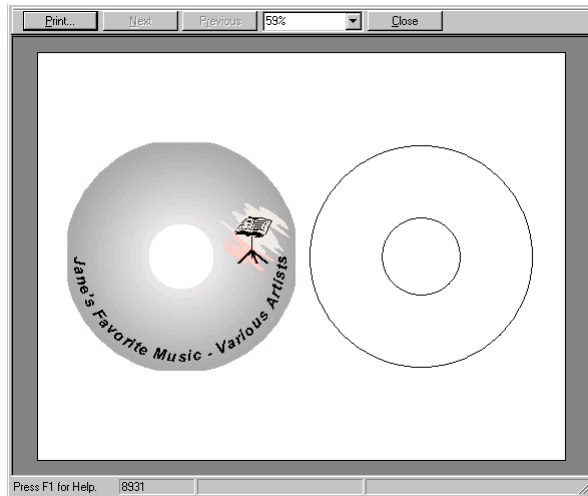
1. Select **File > Print Preview**. Note that the image covers the entire label including the center hole. The image is not clipped to the label when printed. Click **Close**.



2. Select **File > Print**. Click **Options**. Select the **Clipping** option. For **Bleeding for Clipping**, enter the same value you entered for the **Bleeding** value in the previous section. The value entered defines the clipped area outside the label template. The clipped area setting should match the bleeding value setting to ensure full coverage of the label.

3. Click **OK** and click **Print Preview** again. The image is clipped by the value entered and the design no longer covers the center hole. Click **Close**.

4. Save and close this project for later reference.




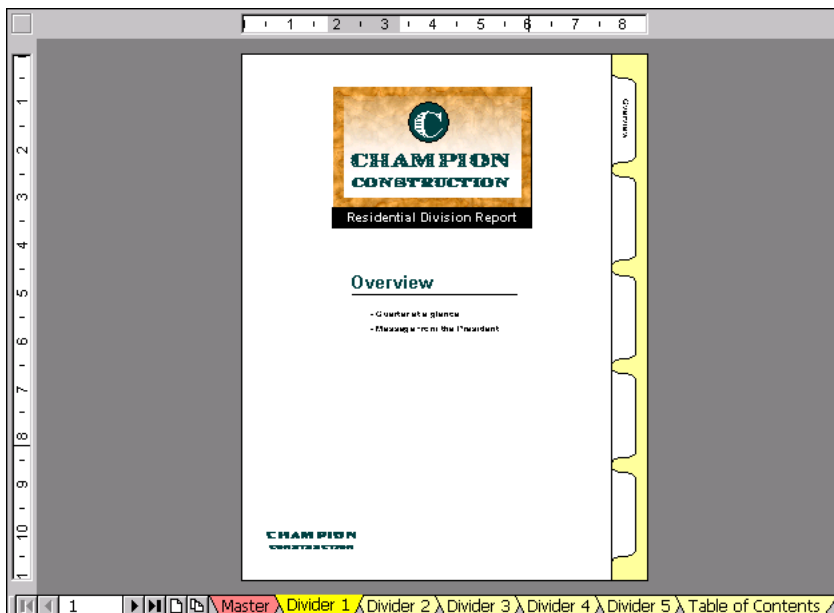
Chapter 3: DesignPro™ Lesson 5

Customizing and Creating Direct Print™ Custom Dividers

DesignPro includes several pre-designed divider templates to help you customize and create professional looking divider products. In this lesson, we will select a pre-designed Direct Print Custom Divider template and customize it by replacing text and images on the divider pages and divider tabs.

Selecting a Pre-Designed Direct Print Custom Divider Template

1. From the **Welcome** screen select **Create a Project Using a Pre-Designed Layout**. If the **Welcome** screen is not open, select **File > New > Pre-Designed Layout** or click  on the **Vertical** toolbar.
2. Double-click the **Direct Print Custom Dividers** folder to open it. Double-click the **5-tab Portrait** folder. Locate and double-click the **5-Tab_CustomDivider_Portrait_01** thumbnail on the right side of the dialog box.



3. The pre-designed template appears on the **Design** screen. Close the **Avery DesignPro Help** dialog box if it appears.

4. Click **File > Save** or click  on the **Standard** toolbar. Save the project as **Lesson 5**.

Reviewing the Pre-Designed Divider Project

When working with divider templates, each divider tab on a sheet is represented by a **Label** tab on the **Design** screen. We have selected a 5-tab divider product. The **Tab Bar** contains six **Label** tabs, one for the **Table of Contents** sheet and five for the divider pages/tabs. They have been renamed accordingly.


1. Click the **Master** tab to select it. The tab is bright red when active. The company information has been inserted on this tab and will appear on all labels (or divider pages for this project). These objects can only be edited on the **Master** tab. Click each tab to view the shared company information.

2. Click the other tabs to review the contents of each. Each tab contains text for that specific divider page and tab. For example, **Divider 1** includes “Overview” text on the divider page and the word “Overview” on the divider tab; **Divider 2** includes “Strategy” text on the divider page and the word “Strategy” on the divider tab. The different text for each divider is only visible when that tab is selected.

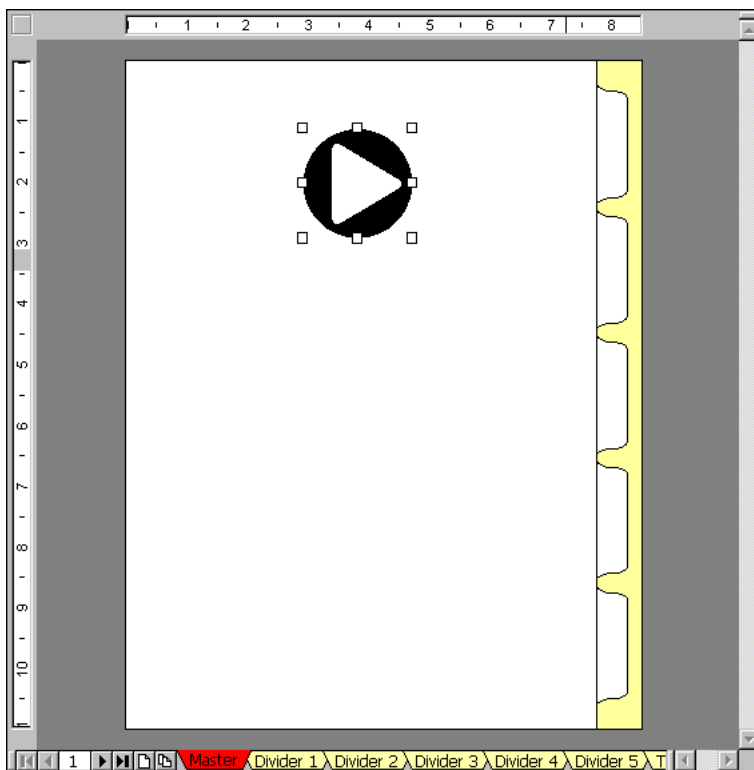
Replacing Company Information on the Master Tab


1. Click the **Master** tab to select it. We will select and delete everything on the **Master** tab and insert your personal company logo or desired graphic.

2. Select **Edit > Select All**. All objects on the **Master** tab are now selected. Press the **Delete** key on the keyboard. All objects on the **Master** tab have been removed. Click the other tabs. The shared company information has been removed from each.

3. Click the **Master** tab to select it. Click **Image From File**  on the **Vertical** toolbar. Change to your personal drive and directories to locate and select a graphic file, such as your company logo. DesignPro supports the following graphic file formats: BMP, WMF, TIF (if not LZW compressed), JPG, PCX, EPS, PCD, TGA, WPG, and IMG. Or, for this lesson, locate and select an image provided with DesignPro. Once a file is selected, click **Insert**.

4. The graphic object containing the image is inserted on the **Master** tab. Resize the image and place it at the top and center of the **Master** tab template.




Resizing and Moving a Graphic Object: To resize an image, click and drag one of the eight handles of the graphic object. Release the mouse and the image is resized. To move a graphic object, click on the object to select it. The cursor becomes a four-arrow pointer . Click and drag the object to the new location. Release the mouse to complete the move.



To resize an image or clipart and maintain the proportions (aspect ratio), click the graphic object. Hold down the **Shift** key and drag one of the object's corner handles. Release the mouse and the image or clipart is resized.

5. Click each tab to view the shared image. The graphic object can only be edited on the **Master** tab.

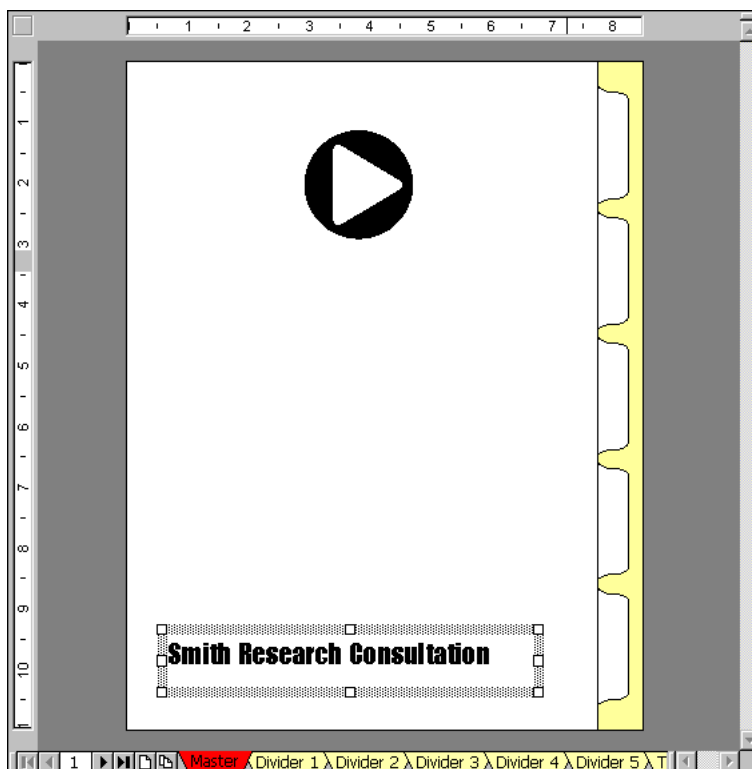
Adding Text to the Master Tab


1. Click the **Master** tab to select it. Click **Insert Text**  on the **Vertical** toolbar. A text object is automatically inserted and edit mode is active. Type your text in the text object.
2. Select the text and format as desired using the text formatting tools on the **Standard** toolbar (**Font**, **Point Size**, **Bold**, **Italic**, **Underline**, **Align Left**, **Center** and **Align Right**).



To select and format all the text easily, click inside the text object. Select **Edit > Select All** or press **Ctrl+A** on the keyboard. Right-click inside the text object and select **Character** or **Alignment** to access the text formatting tools.

3. Resize the text object as desired and move it towards the bottom of the **Master** tab template.



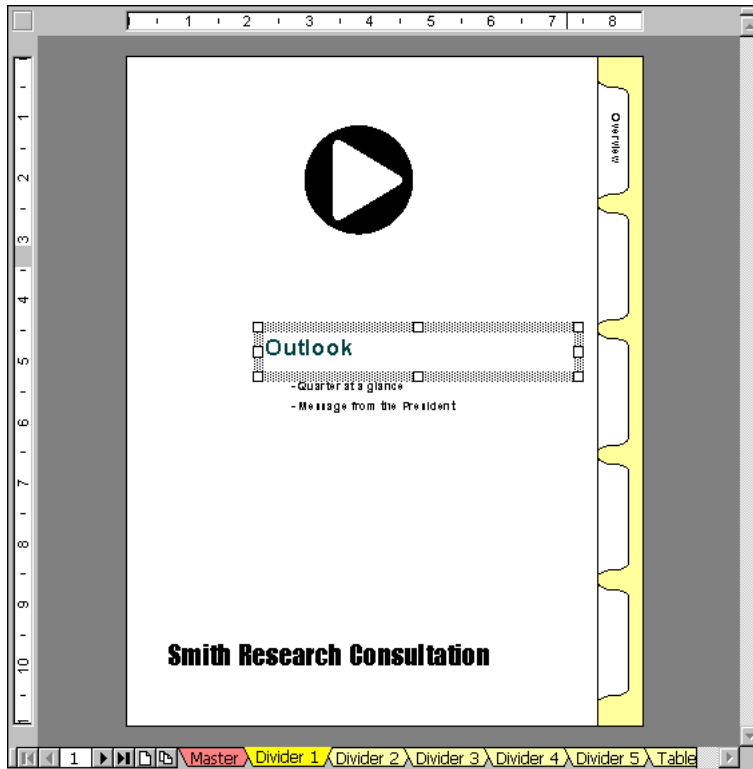
Resizing and Moving Text Objects: To resize the text object, click and drag one of the eight handles. Release the mouse and the object is resized. To move a text object, click on the object frame. Place the cursor on the edge of the object until it changes to a four-arrow pointer . Click and drag the object to the new location. Release the mouse to complete the move.

4. Click each tab to view the shared text. The text object can only be edited on the **Master** tab.

Inserting Different Text on Individual Divider Pages and Tabs

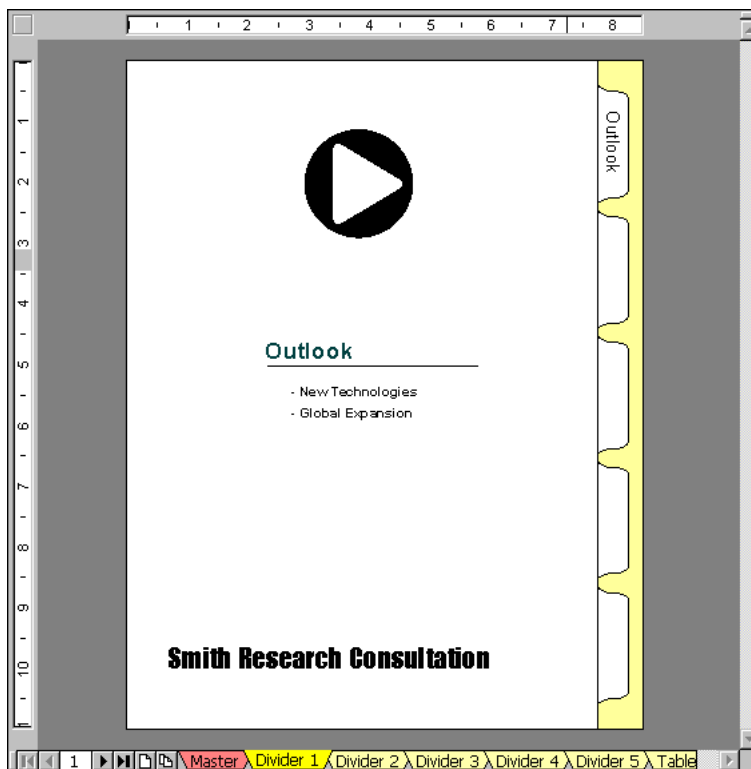
Next, we will replace the divider page and divider tab text on **Divider 1**. You can then repeat the process to update the other divider pages.

1. Click the **Divider 1** tab to select it. The tab is bright yellow when active. If an image or text object from the **Master** tab is overlapping the text on **Divider 1**, go back to the **Master** tab. Move the object to adjust the placement. Click the **Divider 1** tab before continuing.
2. Click the “Overview” text on the divider page. This text is in one text object. Replace the text with your own divider page title.



3. Click on the text below the new title. This text is in another text object. Replace the text with your own divider page title text.
4. Next, click the “Overview” text on the divider tab. Note this text is in another text object and it is rotated 90 degrees. When you click on a rotated text object, it appears in horizontal

orientation for easier editing. Replace this text with your new title. Click outside of the object and it returns to the 90 degree angle. The new title appears on the tab.



5. You have customized the divider page and tab text for **Divder 1**. Replace and customize the text for each tab using this same method.

6. To view the divider pages, select **File > Print**. For **Selection**, choose **All Designed Labels**. For **Number of Copies**, select **Labels**. **Start Position** should be **1**. Click **Print Preview**. Click **Next** and **Previous** to view all divider pages and tabs. Click **Close** to return to the **Design** screen.

7. Save and close this project for later reference.

Chapter 4: DesignPro™ Tools

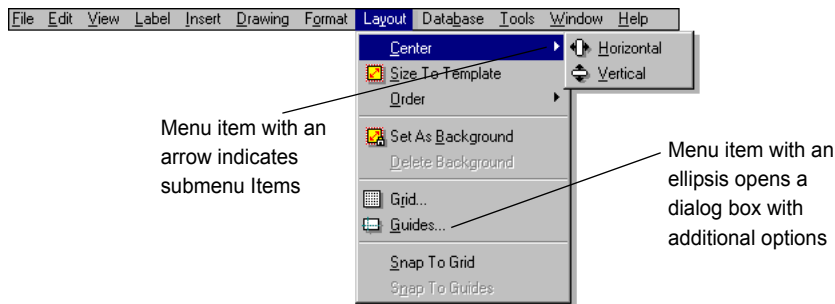
Overview

In this chapter, we will discuss the many DesignPro tools that make creating your design fun and easy. Tools are accessed using the DesignPro **Menu Bar**. The most frequently used tools have corresponding buttons on the **Standard**, **Advanced** or **Vertical** toolbars.

We will review the **Tab Bar** which contains the **Master** tab and **Label** tabs. These are key tools that help you easily create all types of labels and projects. We will also discuss how to change the DesignPro default settings to fit your needs.

Menu Bar

The DesignPro **Menu Bar** provides access to all tools and commands.



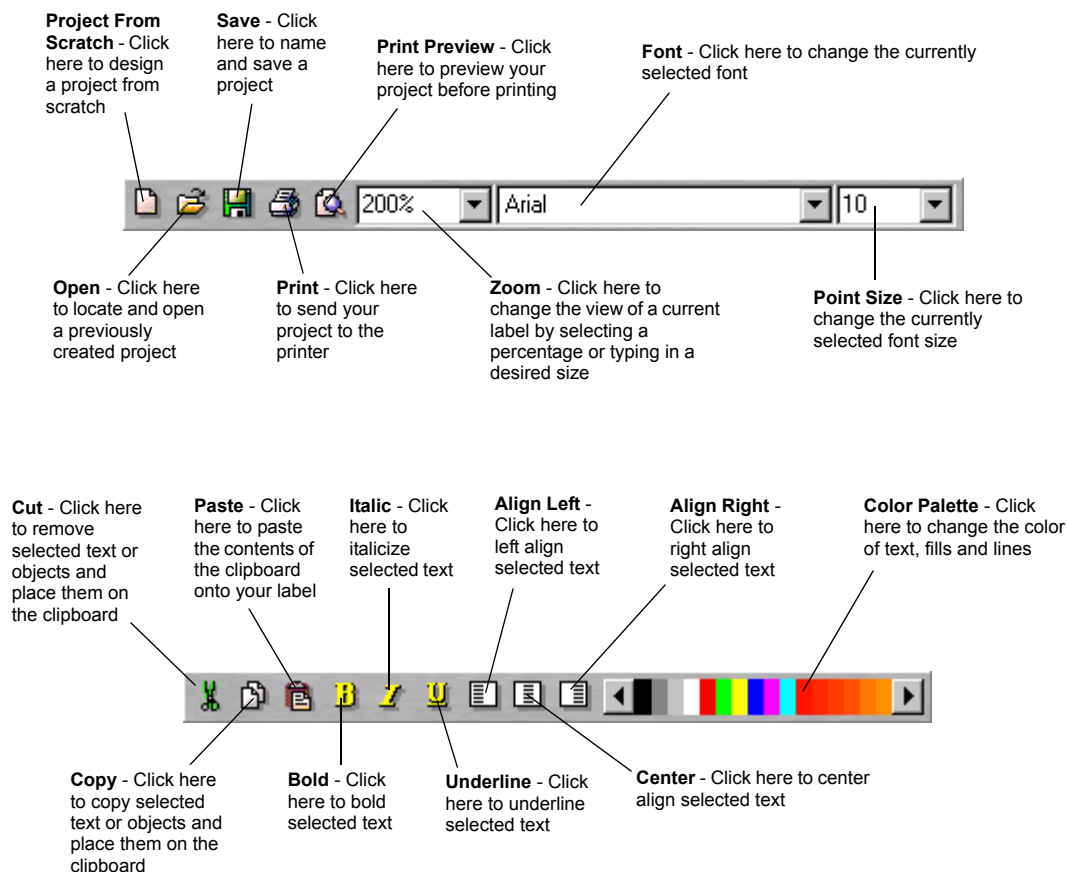
To open a menu, click it with the mouse. Some menu items branch into submenu items, indicated by an arrow, or open a dialog box, indicated by an ellipsis. If a corresponding toolbar button or keyboard shortcut exists for the command, it is indicated next to the menu item. A grayed menu item means the option is not currently available. Additional information about each menu can be found in the **Help** file. Select **Help > DesignPro Help** and click the **Contents** tab.

Standard, Advanced and Vertical Toolbars

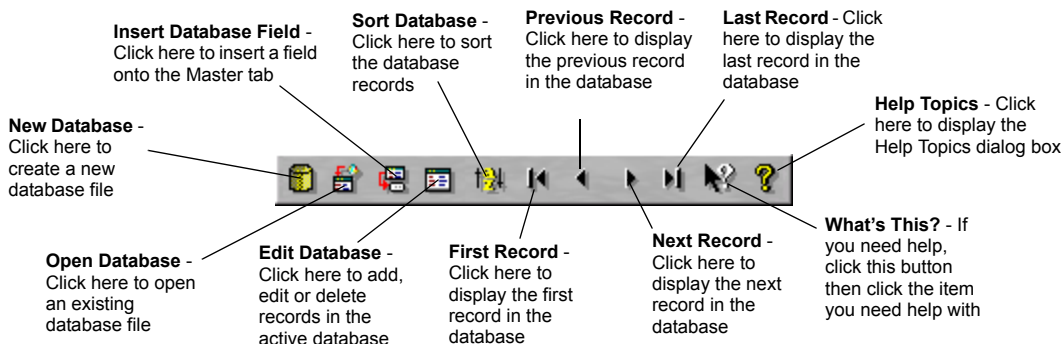
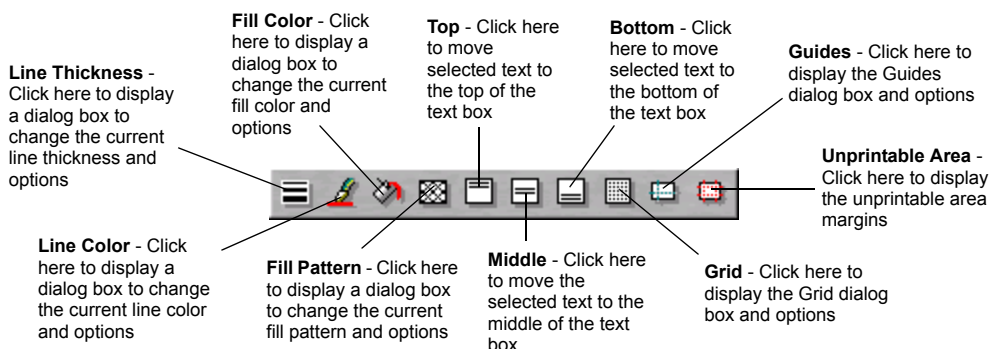
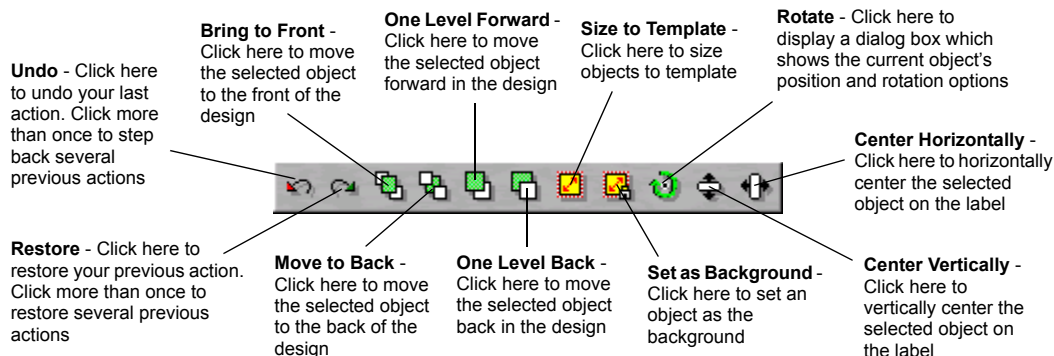
The function of each toolbar button is displayed when the mouse is placed over the button. This is called a **Tool Tip**. A grayed button means the option is not currently available.

Following are pictures of the three DesignPro toolbars with descriptions for each button. The **Standard** and **Advanced** toolbars are displayed in sections.

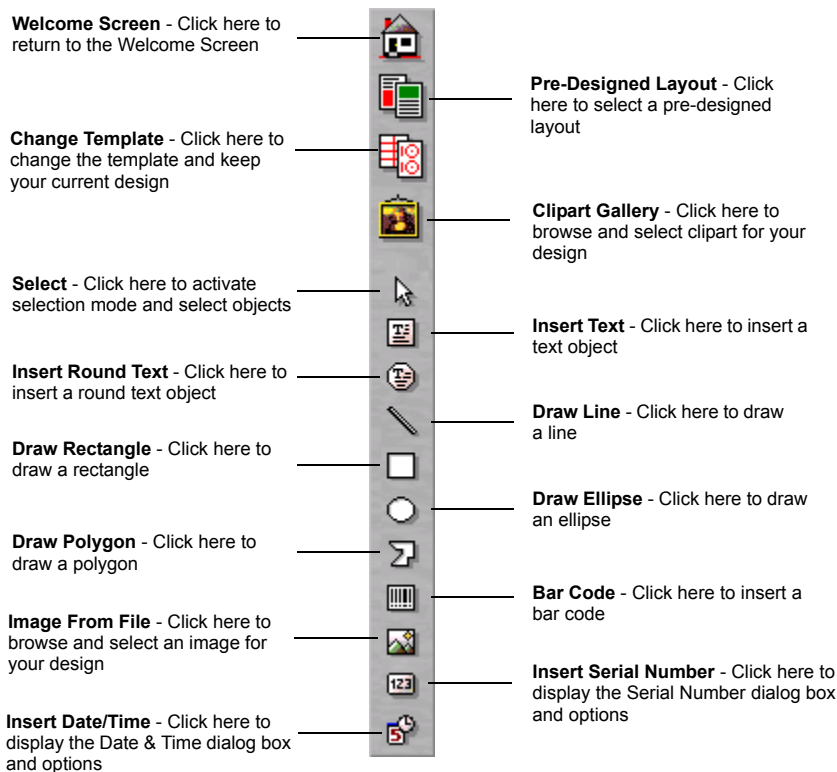
The **Standard** toolbar is located under the **Menu Bar** and contains the following buttons.



The **Advanced** toolbar is the horizontal toolbar located just below the **Standard** toolbar.



The **Vertical** toolbar is located on the left side of the **Design** screen. The **Vertical** toolbar buttons provide shortcuts for navigating within DesignPro and for inserting text and objects onto your label.



Tab Bar: Master Tab and Label Tabs

The **Tab Bar** is the key navigation tool when designing your project by allowing you to scroll between and design the **Master** tab and individual “labels” (**Label** tabs) on the sheet. The **Tab Bar** is located on the bottom of the **Design** screen. The **Tab Bar** contains the **Master** tab and one or more **Label** tabs depending on the template selected. You can create, copy,



delete and move **Label** tabs and you can rename the **Master** and **Label** tabs. The **Master** tab cannot be deleted or moved.

Master Tab

The **Master** tab is located on the **Tab Bar** and is bright red when active. When opening a project from scratch, the **Design** screen opens with the **Master** tab active.

The **Master** tab represents a “master” label. Shared objects that are to appear in the same format on all labels, such as a company logo or background, are created on the **Master** tab. Objects placed on the **Master** tab are shared and will appear on all labels.

Right-click the **Master** tab and the following options are available:

- **New Label** - Creates a new **Label** tab
- **Rename Label** - Enables renaming the **Master** tab



Important Things to Know About the Master Tab

- Objects placed on the **Master** tab are shared objects and will appear on all labels.
- Objects placed on the **Master** tab can only be selected and edited from the **Master** tab.
- The **Master** tab cannot be deleted or moved.
- Certain objects, such as **Serial Number**, **Date & Time** stamp, and **Database Fields** can only be inserted and edited on the **Master** tab.

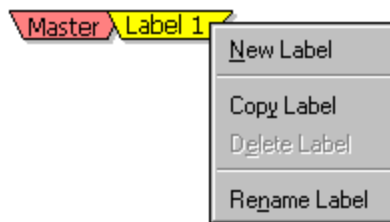
Label Tab

Individual **Label** tabs are located on the **Tab Bar** and are bright yellow when active.

A **Label** tab is created and numbered consecutively each time a label is added. **Label 1** through **Label ‘n’** tabs represent the individual labels (dividers, name badges, cards and so on) on the sheet. You can add up to 1,000 label tabs for each project.

Click a **Label** tab to add unique objects to that specific label. Any objects previously placed on the **Master** tab are shared objects and will appear on all labels.

Right-click on the **Label** tab and the following options are available:



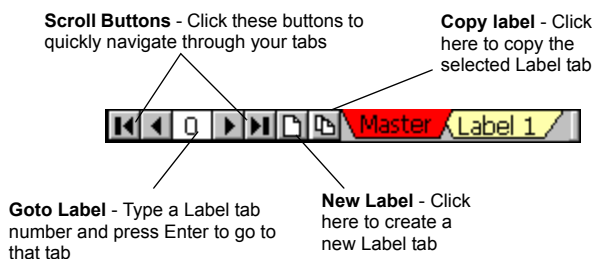
- **New Label** - Creates a new **Label** tab
- **Copy Label** - Copies the active **Label** tab
- **Delete Label** - Deletes the active **Label** tab
- **Rename Label** - Enables you to rename the active **Label** tab



Move **Label** tabs to change their order on the printed sheet. To do this, click the **Label** tab and drag it along the **Tab Bar** to the new location. A small arrow indicates the current insert position. Rename the **Label** tabs as desired.

For additional information about the **Master** tab and **Label** tabs, refer to **Chapter 2** and **Chapter 3, DesignPro Lesson 1**.

Additional Tab Bar Features

In addition to using the **Master** and **Label** tabs directly, the left side of the **Tab Bar** also contains buttons for scrolling through, creating, copying, and directly selecting **Label** tabs.



- Navigate quickly using the **Scroll Buttons**.
- Type a **Label** tab number in the **Goto Label** field and press **Enter** to go to that **Label** tab.
- Click  to create a **New Label** tab.
- Click  to copy the active **Label** tab.


Status Bar

Located on the bottom of the **Design** screen, the **Status Bar** displays tool and object-specific information. The following information is displayed:

- Details of the currently selected tool or command
- The Avery product number of the currently selected template
- The X and Y coordinates of the current cursor position
- The dimensions of a currently selected object
- When editing text, the line and column position of the cursor

The **Status Bar** is identified in the **Design Screen** illustration in **Chapter 2**.

Displaying Unprintable Areas

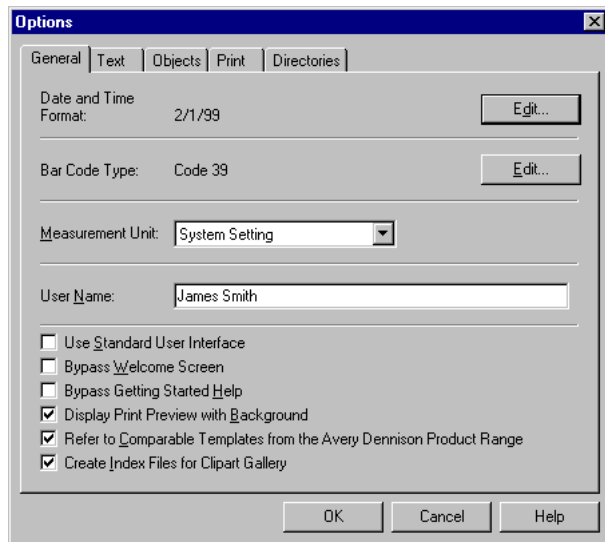
Select **View > Display Unprintable Area** or click  on the **Advanced** toolbar to display the unprintable area margins. Objects placed in the unprintable area will not print. The size of the unprintable area varies from printer to printer and also by Avery product.

Customizing DesignPro™ Settings


DesignPro allows you to customize several default settings to fit your needs. Default setting changes will be applied to newly created designs or objects only.

They will not apply to currently open or previously created designs or objects. To customize program properties in DesignPro click **Tools > Options**. The **Options** dialog box appears.

The following tabs are available: **General**, **Text**, **Objects**, **Print** and **Directories**. Click one of the tabs to change settings as desired. For additional information, refer to the **DesignPro Help** file or to the section in this manual pertaining to the corresponding tool. Once the selections have been made, click **OK** to change the settings.



General Tab

- **Date and Time Format** - Click **Edit** to change the default **Date and Time** format. The new format will be used each time you select the **Insert Date/Time** tool.
- **Bar Code Type** - Click **Edit** to change the default **Bar Code** settings. The new format will be used each time you select the **Bar Code** tool.
- **Measurement Unit** - Select a different default measurement unit from the pull-down list box. The measurement setting applies to rulers, dialog boxes and output.
- **User Name** - Type in a new user name.
- **Use Standard User Interface** - Select this option to revert to the user interface of the previous version of DesignPro. To activate the change, close and reopen DesignPro.
- **Bypass Welcome Screen** - Once you become familiar with DesignPro, you might prefer to start directly at the **Design** screen. Select this option and the **Welcome Screen** will not appear each time you start the program. Click  on the **Vertical** toolbar to open the **Welcome Screen** at any time.
- **Bypass Getting Started Help** - Select this option to prevent the **Getting Started** help file from appearing automatically when the **Design** screen opens.
- **Display Print Preview with Background** - This option allows you to determine whether or not to display your designs with or without background images in the **Print Preview**. If displaying with backgrounds, the preview will take longer to appear.
- **Refer to Comparable Templates from the Avery Dennison Product Range** - This option allows DesignPro to search for comparable templates each time you select a new template.
- **Create Index Files for Clipart Gallery** - This option creates index files for every directory containing graphic file formats supported by DesignPro. This allows the graphics to appear as thumbnails in the browser previews.

Text Tab

The following default settings apply to the **Insert Text** and **Insert Round Text** tools.

- **Font** - Click **Edit** to change the default font.
- **Spacing** - Click **Edit** to change the default line spacing.
- **Text Alignment** - Select default **Horizontal** and **Vertical** alignments from the pull-down list boxes.
- **Create Text Objects Instantly** - When selected, a text or round text object is created automatically when the corresponding tool is activated. This option is enabled by default. If

this option is not selected, you will need to create the text object manually by clicking and dragging the mouse.

Objects Tab

The following default settings apply to objects and object tools, such as **Line Color**, **Fill Color**, and **Line Thickness**.

- **Colors** - Select the default colors for **Line Color** and **Fill Color** from the pull-down list boxes. This change will apply to newly created objects.
- **Lines** - Select the default **Line Thickness** from the pull-down list box. To create a custom line thickness, type your setting in the **Custom** field. This change will apply to newly created objects.
- **Apply to Text Objects** - Select this option to apply the default settings for **Colors** and **Lines** to text objects. If this option is disabled, text objects are created with no fill color and no border.
- **Save Pictures as Reference** - Select this option to save disk space when working with graphics. The image of the graphic is viewed in the file, but the graphic itself remains a separate file. The image will reference the path and filename of the actual graphic file.
- **Maintain Object's Aspect Ratios when Sizing to Template** - Select this option to maintain the proportions of a graphic when fitting it in a template using the **Layout > Size to Template** command. Small adjustments may need to be made as the graphic may or may not fill the template if maintaining the proportions.
- **Bleeding** - Enter a **Bleeding** value if you are using a product that supports printing to the edge and you want your design to cover the entire label. This setting is applied when using the **Size To Template** or **Set As Background** commands. When using one of these commands, the selected object will overlap the label template by the value entered. To ensure full coverage of the label, enter a value of at least .125" to .25" (or 3 mm to 6 mm).

Print Tab

- **Printer** - Select your default printer. The change will apply to newly created projects only. To activate the changes for open projects, save, close and reopen the project.
- **Text Objects** - Select the **Shrink to Fit** option to display the text contents of database fields without line breaks. Select **Highlight Shrink to Fit in Print Preview** to highlight suppressed line breaks in the **Print Preview**. To specify the **Minimum Font Size for Shrink to Fit**, type a setting.

- **Database** - Select these options to ignore database fields without content when printing and in the **Print Preview**. Select **Suppress Spaces** to ignore a blank that follows an empty database field. Select **Suppress Blank Lines** to ignore a line that contains blank database fields.
- **Dither Pictures for Printing** - Select this option for printers that are unable to support color printing for some image formats.

Directories Tab

This dialog box shows the default locations and file names for DesignPro directories.

- **Documents** - The default storage location for your DesignPro projects.
- **Templates** - The blank Avery product templates are located in this directory.
- **Custom Templates** - Custom templates created by you are located in this directory.
- **User Manual** - If installed, the User Manual is located in this directory. Click **Browse** to locate and open the manual in PDF format.

Chapter 5: Selecting Your Project

Overview

To start your project, you will need to select an Avery product template. You can choose from one of the many Avery pre-designed templates, select a blank template, or open an existing project.



Starting with a Pre-Designed Layout

There are three ways to select a pre-designed template. All three methods take you to the **Select a Pre-Designed Layout** dialog box.

- From the **Welcome Screen**, select **Create a Project Using a Pre-Designed Layout**.
- From the **Design** screen, select **File > New > Pre-Designed Layout**.
- From the **Design** screen, click **Pre-Designed Layout**  on the **Vertical** toolbar.

The Select a Pre-Designed Layout Dialog Box

File Browser - Opens to the **DesignPro Pre-Designed Layout** directory on your computer. Select an Avery product folder to display the pre-designed layouts.


Thumbnail Size - Select **Small**, **Medium** or **Large** to change the preview size of the pre-designed layouts.

Preview - Displays all the files of a selected directory folder. File thumbnails are listed by product number and product description.

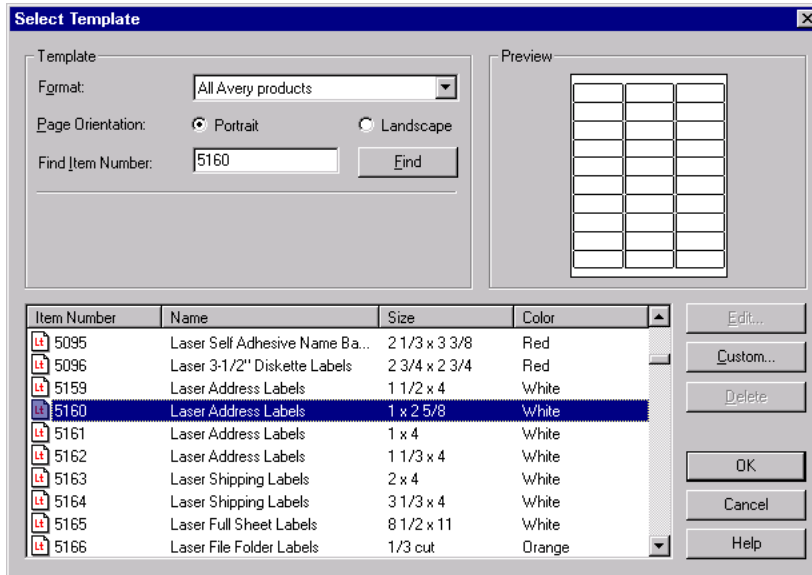
Click the thumbnail preview of a pre-designed layout to select it and click **OK** or double-click the thumbnail preview. The **Design** screen appears with the selected template displayed.

Starting from Scratch

There are three ways to select a blank template and start a project from scratch. All three methods take you to the **Select Template** dialog box.

- From the **Welcome Screen**, select **Create a Project from Scratch**.
- From the **Design** screen, select **File > New > Project From Scratch** or press **Ctrl+N** on the keyboard.
- From the **Design** screen, click **Project From Scratch**  on the **Standard** toolbar.

The Select Template Dialog Box



Format - Select **All Avery products** or select a pre-defined Avery product group. Avery products belonging to the selected group will be listed in the lower portion of the screen. When an item is selected it is displayed in the **Preview**.

Page Orientation - Define whether the label template will be displayed in **Portrait** or **Landscape** orientation on the **Design** screen. Each template has a pre-defined page orientation shown in the **Preview**. Changing the label orientation will not change the page orientation in the **Preview**.


Find Item Number - Locate, highlight and select your Avery product quickly. Type in the Avery product number and click **Find**. The template is highlighted, selected and displayed in the **Preview**.

Sort Columns - Sort product list columns by ascending or descending order. Click a column title, such as **Item Number**, to change the sort sequence.

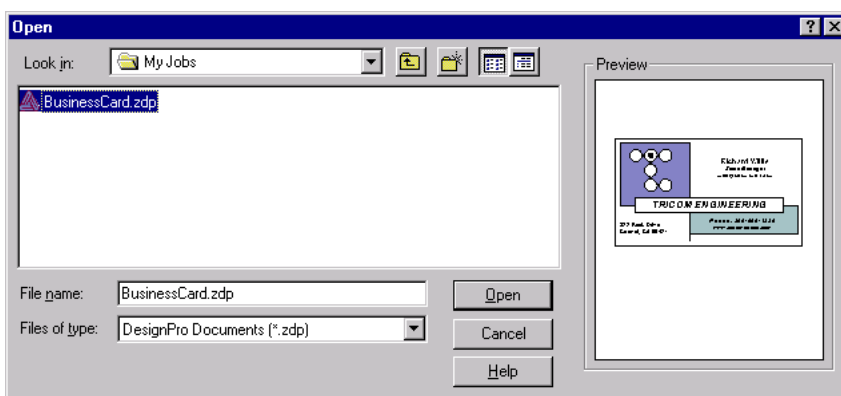
Select a template and click **OK**. The **Design** screen appears with the selected template displayed.

Opening an Existing Project

There are three ways to open a previously saved project. All three methods take you to the **Open** dialog box.

- From the **Welcome Screen**, select **Open an Existing Project**.
- From the **Design** screen, select **File > Open** or press **Ctrl+O** on the keyboard.
- From the **Design** screen, click **Open**  on the **Standard** toolbar.

The Open Dialog Box



Look in - Locate and select the previously saved DesignPro project on your computer. If opening a LabelPro project, change the **Files of type** selection first.

Preview - Displays a preview of the selected file. A preview is displayed only if the file was previously saved with a corresponding preview graphic in the **Save As** dialog box.

Files of type - If you are opening a project created by one of the following programs, change the file type accordingly. For instance, select **LabelPro 2.0 - 3.02 (*.lpd)** if opening an Avery® LabelPro® project. You can open and reuse files from the listed Avery software. However, it is not possible to save files in these formats.

The following file formats are supported by DesignPro:


- DesignPro (*.zdp)
- LabelPro 2.0 - 3.02 (*.lpd)

- WinLabel 3.0 (*.zwl)
- WinLabel 1.0 - 2.02 (*.wlb)
- CardMaker 1.0 - 2.0 (*.car)
- Design-Your-CD (*.car)

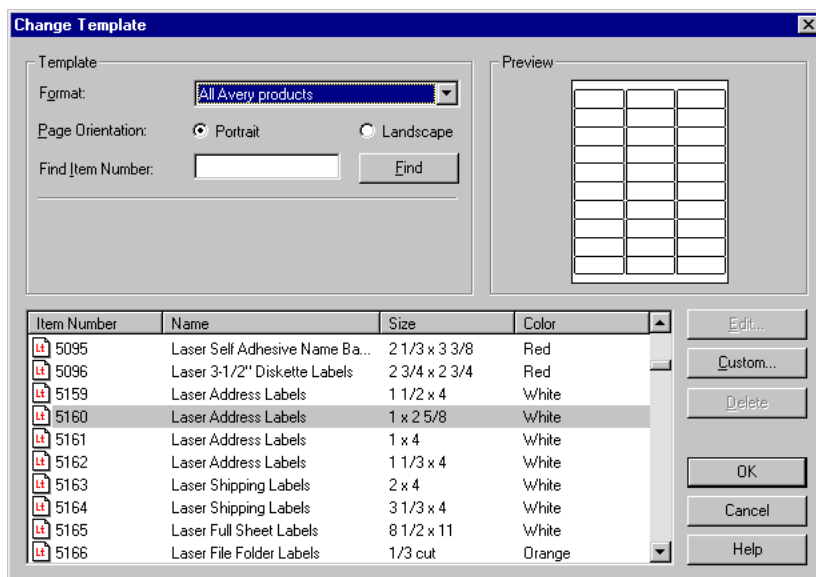
If you open a LabelPro design file (*.lpd) and this file is linked to a LabelPro database (*.avd) file, the database file is automatically converted. For further information, refer to the **DesignPro Help** file.

Changing Templates

Sometimes you may want to change the current template but keep your design. DesignPro lets you change your current template with the **Change Template** command. There are two ways to change a template. Both methods take you to the **Change Template** dialog box.

- From the **Design** screen, select **File > Change Template**.
- From the **Design** screen, click **Change Template**  on the **Vertical** toolbar.

The Change Template Dialog Box



Format - Select All Avery products or select a pre-defined Avery product group. Avery products belonging to the selected group will be listed in the lower portion of the screen. When an item is selected it is displayed in the **Preview**.

Page Orientation - Define whether the label template will be displayed in **Portrait** or **Landscape** orientation on the **Design** screen. Each template has a pre-defined page orientation shown in the **Preview**. Changing the label orientation will not change the page orientation in the **Preview**.

Find Item Number - Locate, highlight and select your Avery product quickly. Type in the Avery product number and click **Find**. The template is highlighted, selected and displayed in the **Preview**.

Sort Columns - Sort product list columns by ascending or descending order. Click a column title, such as **Item Number**, to change the sort sequence.

Select the new template and click **OK**. The **Design** screen appears with the new template and your previous design.



If the dimensions of the new template are different than the existing template, a **Help** message displays: *“Either the dimensions or the layout of the old and new templates are different. Do you want more information?”*

Click **Yes**. The **Info on: Changing Templates** dialog box appears. Your previous template is displayed on the left and the new template is displayed on the right. This dialog box allows you to compare the products and confirm your decision to change templates.


- To accept the new template, click **OK**. The **Design** screen appears with the new template and your previous design. You may need to move and resize the design objects.
- To keep the previous template, click **Select Template** on the left side of the dialog box. Click **OK**. The **Design** screen appears with the previous template layout.

If you select a new template and then decide to revert to the previous template, you will need to use the **Change Template** command to reselect the previous template.

Customizing Templates

In addition to the many DesignPro default templates, you have the option of creating and customizing templates to fit your needs. They can be saved under a customized item number and name. Once created, the customized template is available from the **Select Template** dialog box.

There are three ways to select a blank template to be customized. All three methods take you to the **Select Template** dialog box.

- From the **Welcome Screen**, select **Create a Project from Scratch**.
- From the **Design** screen, select **File > New > Project From Scratch** or press **Ctrl+N** on the keyboard.
- From the **Design** screen, click **Project From Scratch**  on the **Standard** toolbar.

At the **Select Template** dialog box, click **Custom**. The **Create Template** dialog box appears.

- **Item Number** - Type a unique number for the custom template. If you select a number that already exists, you will be notified when clicking **OK**. If this happens, select a different number.
- **Name** - Type a name for the new template.
- **Settings** - Enter the custom settings, such as **Label Shape**, **Round Corners** dimension, **Number of Labels** and so on. The **Preview** displays the result of the settings entered. A warning message appears if the template measurements are not conclusive, for example, if the page size is smaller than the label size.




**Quick
Tip**

To quickly create a custom template, locate an Avery product that is close to the dimensions you require.

- When satisfied with the **Description** and **Settings**, click **OK**. The **Design** screen appears with the new template layout.

Editing a Customized Template



To edit your customized template, select **File > New > Project From Scratch** or click  on the **Standard** toolbar. The **Select Template** dialog box appears. Under **Format** select the **Custom Templates** group. Locate and select the template to be edited. Click **Edit**. Make the necessary changes to the template and click **OK**. Only custom templates can be edited or deleted.

Chapter 6: Starting Your Design

Overview

In this chapter, we will discuss how to begin creating or customizing your design by inserting different types of objects. Once you have selected a template, you are ready to begin designing or customizing your project. Create projects on the **Design** screen by inserting different types of objects on the work area of the **Master** and **Label** tabs. Insert a text object to add text, a drawing object to add lines and shapes, or a graphic object to add images, logos or clipart.

Text Objects: Inserting and Formatting Text

To add text to your design, select **Insert** and choose **Text** or **Round Text** or click **Insert Text**  or **Insert Round Text**  on the **Vertical** toolbar. A text object is automatically inserted on the label template and edit mode is active. Type text in the object.

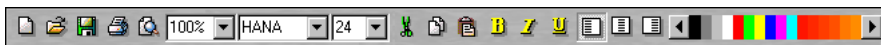
Text is displayed in a continuous line. If the text is longer than the width of the text object, the text will wrap to the next line. For easy editing, round text will display horizontally until you click outside of the object. Round text is then displayed in a circular design. If the text is longer than the outer circumference of the circle, the text will overlap.

To change the text object default settings, refer to the **Customizing DesignPro Settings** section in **Chapter 4**.

Changing Text Styles

To format text, click inside the text or round text object. Click and drag to select the text to be formatted or press **Ctrl + A** to select the entire text. Select **Format > Character**. The **Font** dialog box appears. Change the **Font**, **Font Style**, **Size**, **Effects** and **Color** of the text as desired. The **Preview** displays the changes. Click **OK** to apply the new formatting.

The following frequently used formatting tools are also available on the **Standard** toolbar: **Font**, **Point Size**, **Bold**, **Italic**, **Underline** and **Color Palette**.









You can also right-click inside the text or round text object to open the **Font** dialog box. Right-click, select **Character** and the **Font** dialog box appears.

Aligning Text

To align text, click in the text object. Select specific paragraphs to be aligned as desired. If no paragraph is selected, the alignment will apply to all of the text in the text object. Select **Format > Alignment**.

- Select **Left**, **Center**, or **Right** to align the text. Specific selections of text or each paragraph can be aligned individually to the left, center, and right.
- Select **Top**, **Middle** or **Bottom** to align the placement of the entire text within the text object.

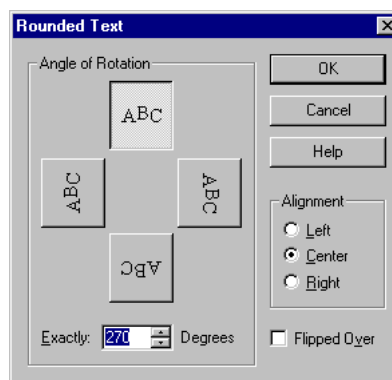
You can also change the **Left**, **Center** and **Right** alignment by clicking the corresponding buttons    on the **Standard** toolbar. You can change the **Top**, **Middle** and **Bottom** alignment by clicking the corresponding buttons    on the **Advanced** toolbar.

Aligning Round Text

To change the angle and alignment of round text or to flip round text, click on the round text object to select it. Select **Format > Snap Text to Ellipse**. The **Rounded Text** dialog box appears.

Choose between four different **Angles of Rotation** (0, 90, 180 or 270 degrees) by clicking the appropriate **ABC** button. To enter a different angle, type the setting in the **Exactly** field. The axis of the object is snapped to the selected angle.

Change the alignment of the text on that angle by selecting **Left**, **Center** or **Right**. For example, if you select **Center** and **90** degrees, the center of the text



will be placed at 90 degrees. If you select **Left**, the text ends at 90 degrees and if you select **Right**, the text begins at 90 degrees.

Select the **Flipped Over** option to flip the text 180 degrees.


Click **OK** to complete the round text alignment.



You can also right-click a round text object to access **Snap Text to Ellipse**.

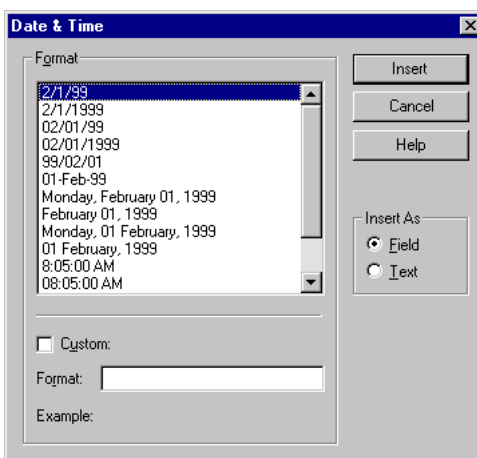
Text Objects: Inserting Date & Time

The **Date & Time** information can only be inserted on the **Master** tab. To add the current system date/time to your design, click the **Master** tab to make it active. Click inside a text object and position the cursor where the information is to be inserted. If a text object is not selected, one will automatically be created when the date/time is inserted.

Select **Insert > Date & Time** or click  on the **Vertical** toolbar. The **Date & Time** dialog box appears.

Select the date and time **Format** from the list of options. Under **Insert As**, select one of the following options:

- **Field** - This option updates the date/time fields automatically. Fields are updated automatically when a field is inserted, during printing, when opening the file and when **View > Update Fields** is selected.
- **Text** - This option inserts the current date/time text only. The date/time text will not be updated.



Select the **Custom** option to define your own formats for the date and time using special formatting characters. For a list of acceptable formatting characters and additional information on customizing date and time formats, refer to the **DesignPro Help** file.

When all settings have been selected, click **Insert**. The current date/time is inserted.

Formatting Date & Time

To format a date/time field once it is generated, select the date/time field in the text object on the **Master** tab. Select **Format > Field Parameters > Date & Time**. Format as desired and click **OK**.



When formatting a date/time field, you can also right-click the text object containing the date/time field to access **Field Parameters > Date & Time**.

To change the default settings for the **Insert Date/Time** tool, refer to the **Customizing DesignPro Settings** section in **Chapter 4**.


Text Objects: Inserting Symbols

To insert a symbol, click inside a text object. Position the cursor where the symbol is to be inserted and select **Insert > Symbol**. The **Symbol** dialog box appears. Select a **Font** from the drop-down list box. All available characters for the selected font appear. To magnify a character, click it once. To insert a symbol, select a symbol and click **Insert**. The character is inserted at the cursor position. Click **Close** to exit the dialog box.

Text Objects: Inserting and Generating Serial Numbers

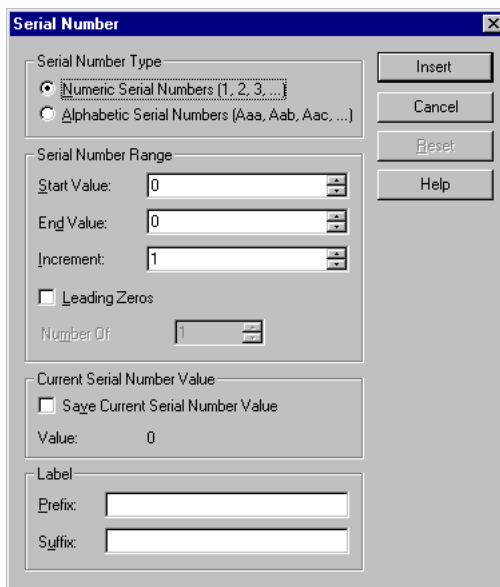
Use this tool to automatically create and print a consecutive series of numbers or letters.

A serial number field can only be inserted on the **Master** tab. To insert a serial number field, click on the **Master** tab to make it active. Click inside a text object and position the cursor where the information is to be inserted. If a text object is not selected, a text object will automatically be created when the serial number field is inserted.

Select **Insert > Serial Number** or click  on the **Vertical** toolbar. The **Serial Number** dialog box appears.

- **Serial Number Type** - Select either a numeric or alphabetic serial number.
- **Serial Number Range** - Type a **Start Value**, **End Value** and **Increment** number. Counting is always from the start value to the end value. Specify whether or not the serial number is to be displayed with leading zeros by checking or unchecking the relevant check box. If **Leading Zeros** is enabled, enter the total **Number Of** spaces for the serial number.
- **Current Serial Number Value** - When this option is enabled, the serial number of the last label printed is saved. The next time the document is opened, the serial number continues to print from where it left off with the last print run. If the option is disabled, the serial number will always begin with the **Start Value**. To reset a serial number to the **Start Value**, select the serial number field in the text object. Select **Format > Field Parameters > Serial Number**. Click **Reset** and **OK**.
- **Label** - Type a **Prefix** or **Suffix** for the serial number. A **Prefix** appears in front of the serial number and a **Suffix** appears after the serial number.

When all settings have been entered, click **Insert**. The serial number field is inserted. Finish designing the **Master** tab label. To view the labels of your project with the generated serial number, select **File > Print**. Select **Master Label Only**. Under **Number of Copies**, select **Sheets** and type **1** or more. Click **Print Preview**. Click **Next** and **Previous** to scroll through the labels and view the incremented serial number. Click **Close** to return to the **Design** screen or click **Print** to print the project. For additional information on printing, refer to **Chapter 9**.



The **Serial Number** dialog box is shown with the following settings:

- Serial Number Type:** ☒ **Numeric Serial Numbers (1, 2, 3, ...)**, ☐ **Alphabetic Serial Numbers (Aaa, Aab, Aac, ...)**
- Serial Number Range:**
 - Start Value:** 0
 - End Value:** 0
 - Increment:** 1
 - ☐ **Leading Zeros**
 - Number Of:** 1
- Current Serial Number Value:**
 - ☐ **Save Current Serial Number Value**
 - Value:** 0
- Label:**
 - Prefix:** (empty field)
 - Suffix:** (empty field)

Buttons on the right: **Insert**, **Cancel**, **Reset**, **Help**.

Formatting Serial Numbers

To format serial numbers once they are generated, double-click the serial number field in the text object. Select **Format > Field Parameters > Serial Number**. Format as desired and click **OK**. For additional information on serial numbers, refer to the **DesignPro Help** file.






**Quick
Tip**

When formatting a serial number, you can also right-click a text object containing only a serial number field, to access **Field Parameters > Serial Number**.

Drawing Objects: Inserting Lines and Shapes

Use the drawing object tools to add lines, rectangles, ellipses and polygons to your design. Once a drawing object is created, the object is selected and ready for editing. For information on editing drawing objects, refer to **Chapter 7, Editing Your Design**. To change the default settings for objects, refer to the **Customizing DesignPro Settings** section in **Chapter 4**.


To add a drawing object, click the corresponding button on the **Vertical** toolbar and follow the instructions below. You can also access the tools from the **Drawing** menu.

-  **Draw Line** - Click this button and place the cursor where you want the line to begin. Click and drag to draw a line. Release the mouse. To create a straight horizontal or vertical line, hold down the **Shift** key while using this tool and drag in the desired direction.
-  **Draw Rectangle** - Click this button and place the cursor where you want the rectangle to begin. Click and drag to draw a rectangle. Release the mouse. To create a square, hold down the **Shift** key while using this tool.
-  **Draw Ellipse** - Click this button and place the cursor where you want the ellipse to begin. Click and drag to draw an ellipse. Release the mouse. To create a circle, hold down the **Shift** key while using this tool.



**Quick
Tip**

To automatically create a pre-defined square or circle, click the **Draw Rectangle** or **Draw Ellipse** button and then click once on the label template. The object can be resized as desired.

-  **Draw Polygon** - Click this button to create polygons, polylines or freehand lines. Click once on the label template to define the starting point. Each subsequent click defines another point of the polygon or line. Hold down the mouse continuously to draw a freehand line. Double-click to complete the object. If a fill color or fill pattern is selected, the start and end point are joined automatically and the object is filled with the defined color or

pattern. If you do not want the object to close, change the **Fill Color** to **No Color** and the **Fill Pattern** to **No Fill Pattern**. For additional information, refer to the **Formatting Objects: Fills and Lines** section in **Chapter 7**.

Graphic Objects: Inserting Images, Logos and Clipart

There are two ways to add images, logos or clipart to your design: selecting the **Images From File** or the **Clipart Gallery** tools.

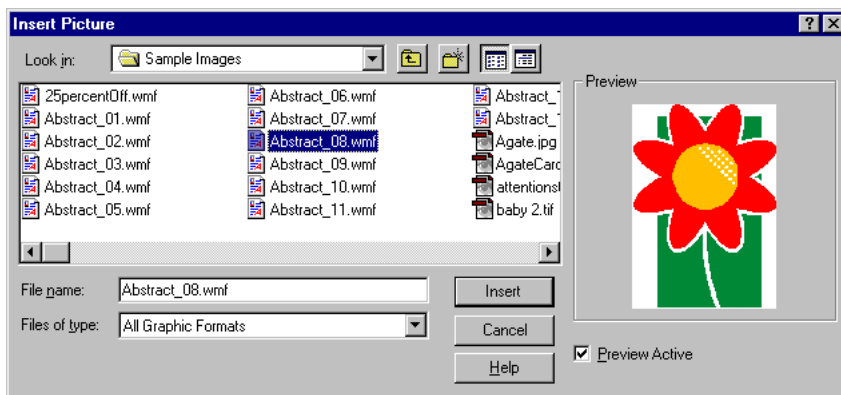
DesignPro supports the following graphic formats:

- BMP - Windows Bitmap Format
- WMF - Windows Metafile Format
- TIF - Tagged Image File Format*
- JPG - JPEG Format
- PCX - PCX Format
- EPS - Encapsulated Postscript Format
- PCD - Kodak Photo CD Format
- TGA - Truevision TARGA File Format
- WPG - WordPerfect Graphic File Format
- IMG - GEM Image File Format

*Only TIF files that do not use LZW-compression can be inserted.

Inserting Images From File

Select **Insert > Image From File** or click  on the **Vertical** toolbar. The **Insert Picture** dialog box appears.



Under **Files of Type**, select **All Graphic Formats** or select the specific type of file you want to insert. Locate and select a personal image or select from the many images provided in DesignPro.

A **Preview** of the image will appear if the format of the selected file is supported. To add the image to your design, click **Insert**.

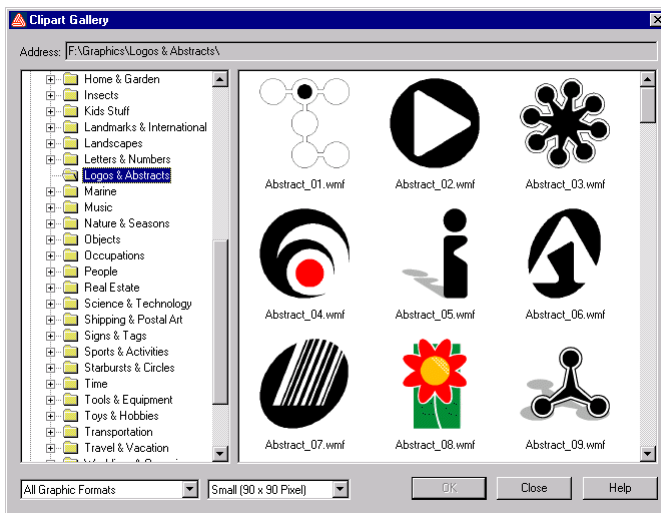
The **Design** screen appears. A graphic object containing your image, logo or clipart is inserted. If the original size of the image exceeds the size of the selected template, the image is automatically reduced to fit within the template.



To resize an image or clipart and maintain the proportions (aspect ratio), click the graphic object. Hold down the **Shift** key and drag one of the object's corner handles. Release the mouse and the image or clipart is resized. To move an object, click and drag the object to a new location.

Inserting Images from the Clipart Gallery

To access the **Clipart Gallery**, select **Insert > Clipart Gallery** or click  on the **Vertical** toolbar. The **Clipart Gallery** dialog box appears.



If the clipart folders are not displayed the first time you use this feature, you selected an installation option that did not install the DesignPro graphics. You will need to insert the DesignPro CD and then select **Insert > Clipart Gallery**. If the startup window appears when you insert the CD, click **Exit**.

From the pull-down list boxes at the bottom of the dialog box:

- Select **All Graphic Formats** or select the specific type of file you want to insert.
- Select the thumbnail size for the preview; **Small**, **Medium** or **Large**.

Click on the preview to select an image. To add the clipart to your design, click **OK**.

The **Design** screen appears. A graphic object containing your clipart is inserted. If the original size of the image exceeds the size of the selected template, the image is automatically reduced to fit within the template.



To resize an image or clipart and maintain the proportions (aspect ratio), click the graphic object. Hold down the **Shift** key and drag one of the object's corner handles. Release the mouse and the image or clipart is resized. To move an object, click and drag the object to a new location.

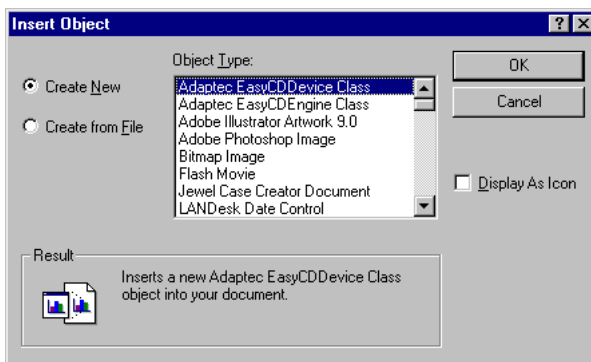
Inserting OLE Objects

DesignPro provides a tool for inserting embedded or linked (OLE - Object Linking & Embedding) objects from other OLE-capable programs such as Microsoft® PowerPoint®, CorelDraw®, Photo Paint®, Microsoft® Excel and Microsoft® Word. This gives you the features and design capabilities of the linked application within DesignPro.

To insert an OLE object, select **Insert > Object**. The **Insert Object** dialog box appears.

Click **Create New** to create a new OLE object, or click **Create from File** to create an OLE object from an existing file.

- If **Create New** is selected, a list of object types is displayed. Select the object type from the list. Click **Display As Icon** to display the object as an icon when inserted. If this is not selected the content of the object is displayed.



Click **OK** to insert the object. You are still in DesignPro but have the features of the OLE-capable application. Create your object. When you have finished editing the OLE object, click on the DesignPro work area. The link to the OLE application is closed. The object can be moved and resized as desired. To edit the object again, double-click the object.

- If **Create from File** is selected, you can insert an object file directly from a specified directory. Locate and select the object file using the **Browse** button or by typing the name in the **File:** field.


If **Link** is selected, the file is inserted into your design as a link. Changes to the linked file affect the original file and vice versa. If **Link** is not selected, the object is embedded in your design. Changes to an embedded file have no affect on the original file and vice versa.

Click **OK** to insert the object. The object can be moved and resized as desired. To edit the object again, double-click the object.

Inserting and Creating Bar Codes

The following bar code types are available in DesignPro: EAN 8, EAN 13, EAN 128, Code 128 (Type A, B, C), Code 39, 2/5 Standard, 2/5 Interleaved, Codabar, UPC-A, UPC-E and Postnet. To change the default settings for the **Bar Code** tool, refer to the **Customizing DesignPro Settings** section in **Chapter 4**.


For detailed information about each type of bar code supported by DesignPro and for additional information on using this tool, refer to the **DesignPro Help** file.

If creating identical bar codes on all labels, insert the bar code object on the **Master** tab. To insert a bar code, select **Insert > Bar Code** or click  on the **Vertical** toolbar. Place the cursor where you want the bar code to begin. Click and drag to draw a rectangle. Release the mouse.



To automatically create a pre-defined bar code object, click the **Bar Code** button and then click once on the label template. Type the bar code information in the object. Click outside the object and the bar code appears.

Generating a Bar Code Using a Serial Number

To generate a bar code using a serial number, select the **Master** tab. Serial numbers can only be inserted on the **Master** tab. Insert and create the bar code object. Click in the bar code object and select **Insert > Serial Number** or click  on the **Vertical** toolbar. Enter the settings in the **Serial Number** dialog box as desired. Click **Insert**. The serial number field has been entered in the bar code object. For more information on using serial numbers, refer to the **Inserting and Generating Serial Numbers** section in this chapter.

Formatting Bar Codes

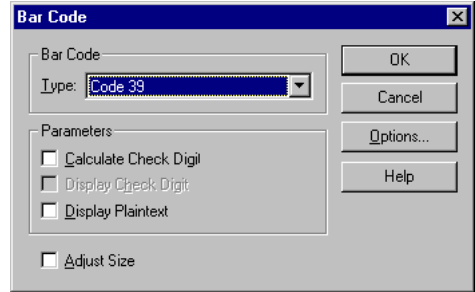
To format the bar code, click on the bar code object to select it. Select **Format > Bar Code Parameters**. The **Bar Code** dialog box appears.



**Quick
Tip**

You can also right-click a bar code object to access **Bar Code Parameters**.

- Select the bar code **Type** from the pull-down list box.
- The **Parameters** options allow you to calculate or display the check digits (not available in all bar code types) and to activate or deactivate the plaintext as required. For more information, refer to the **DesignPro Help** file.
- The **Adjust Size** option must be selected if you want to auto adjust the bar code size to the size of the bar code field. You can use this to make the bar code any size you want. However, when using this procedure, be aware that in some circumstances there may be problems with the readability of the bar code. We recommend that you perform extensive bar code reading tests before you apply the bar codes. If the **Adjust Size** option is not selected, the bar code size can be defined by clicking the **Options** button.



When all settings have been selected, click **OK**.



Note

Bar codes used in your DesignPro projects should be tested for readability. You should also obtain bar code requirements from the appropriate authorities to ensure you are creating the bar code to specification.

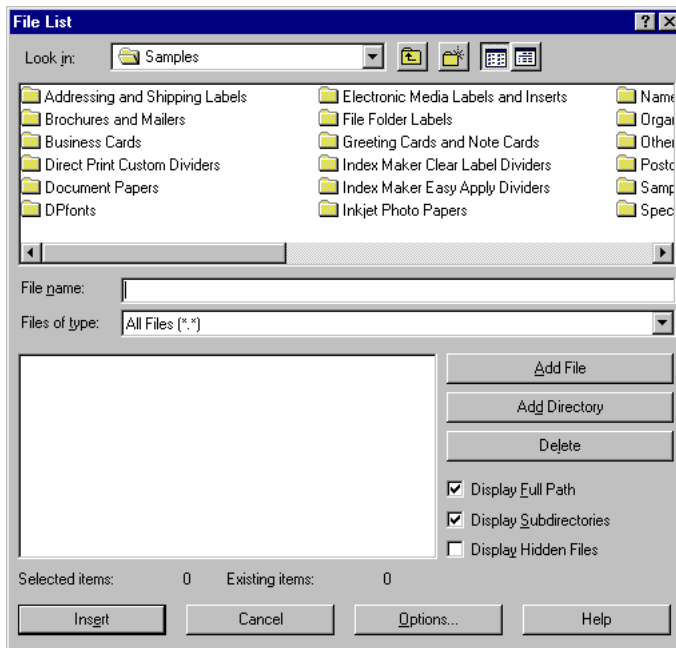
Editing Bar Code Content

To edit the content of a bar code object, click in the object. Edit the content as desired.

To edit the content of a rotated bar code object, click in the object. It will temporarily rotate to the horizontal orientation for easy editing. Once you have made your changes, click outside of the object and it will return to the rotated position.

Inserting File Lists

Use this tool to create quick and easy media labels containing names of your computer files and directories. To add a list of file names and directories to your template, click inside a text object and position the cursor where the information is to be inserted. If a text object is not selected, one will automatically be created when the file list is inserted. Click **Insert > File List**. The **File List** dialog box appears.



Locate and select the directory and file names which are to be inserted. For **Files of type**, select the file types to be displayed, either **All Files** or **DesignPro Documents**. Click on the files in the upper list to select them. You can select multiple directories or files from different directories.

To add a file to the list to be inserted, select the file and click **Add File**. The file appears in the lower list of the dialog box. To add an entire directory, select a directory folder and click **Add Directory**. All files in that folder will be added to the lower list. To delete a file in the lower list, select the file and click **Delete**.

The **Display Subdirectories** and **Display Hidden Files** options allow you to specify whether subdirectories and their contents and hidden files are to be added to the list. If choosing these options, they must be selected before adding a directory or hidden file to the lower list.

Select **Display Full Path** to display the complete path with drive information and directory name in the lower list. This option does not affect the appearance of the list when inserted. To change the appearance of the list when inserted, click **Options**. Select the type of file information to be added to the directory such as **Name & Extension**, **Date & Time**, **Path**, **Size** and **Sort List**. These changes do not affect the appearance of the list in the dialog box but will affect the appearance of the list when inserted in the text object.

When all selections have been made, click **Insert** to insert the file names and directories into the text object. Edit and format the list as desired. The file list is inserted as text and will not be updated automatically.

For additional information, refer to the **DesignPro Help** file.



Chapter 7: Editing Your Design

Overview

In this chapter, we will discuss selecting and grouping multiple objects, moving and copying objects between labels and projects, formatting and aligning objects, and other editing features.

Once you have inserted objects into your design, select and edit them easily using DesignPro's object editing tools. You can access the tools from the **Menu Bar**, toolbars, or using various keyboard shortcuts. You can also right-click an object to activate several editing options. For additional information, refer to the **DesignPro Help** file.

Undoing and Redoing Edits

When editing objects, you can undo and redo your editing actions by selecting **Edit > Undo** or **Redo** or click  or , on the **Advanced** toolbar. The number of possible actions that can be undone depends on your computer's capacity. In some cases, for example, when deleting large volumes of data, it is not possible to reverse an action.


Selecting an Object

Click on an object to select it. The object frame with eight handles appears. Once an object is selected, you can edit the object using the tools described in this chapter. Objects placed on the **Master** tab are shared objects and can only be selected and edited on the **Master** tab even though they are visible on all labels. Objects placed on a specific **Label** tab can only be viewed, selected and edited on that tab.

Selecting Text Objects

Text objects have two editing modes: content editing and object editing. Clicking inside a text object activates the content editing mode. A blinking cursor appears and you can edit and format the content. Clicking the outside frame, selects the actual object.

Selecting Multiple Objects

To select and edit multiple objects, click the mouse in a blank area of the label to activate the **Select** tool . Drag and draw a selection rectangle to include the entire frame of each object and then release the mouse. If including a text object, visible text may be smaller than the text object. Be sure to draw the rectangle around the entire text object. To select all objects on a label, select **Edit > Select All**.

You can also select multiple objects using the **Shift** key. Select the first object. Hold down the **Shift** key and select the next object. Continue holding down the **Shift** key and selecting additional objects as desired.

A frame with eight handles appears around the selected objects. If the handles are white, you can resize the multiple objects. If the handles are black, you cannot resize them. Converting a multiple selection into a group may activate additional editing features such as resizing. Refer to the **Grouping Multiple Objects** section in this chapter.

Edits will be applied to all selected objects. This kind of multiple selection is only temporary. If you select a different object or click in a different part of the work area, the multiple selection is cancelled.

Grouping Multiple Objects

To simplify the process of moving and editing multiple objects, you can permanently group objects. When grouped, the objects become one unit. Grouping objects may activate additional editing features that are unavailable for multiple selected objects. To group objects, select the objects, and then select **Drawing > Group**. The objects are then grouped.

Objects within a group retain their individual properties. Once grouped, all edits will be executed on the entire group. For instance, if you change the fill color of the group, the fill color for each object will change.

To edit the objects individually, they must be ungrouped. To ungroup objects, click on the group to select it, and then select **Drawing > Ungroup**.


Objects that are already grouped can also be grouped. This creates a nested group. The previously grouped objects remain grouped when the larger group is ungrouped.



Another way to group or ungroup multiple objects is to select the objects, right-click and select **Group** or **Ungroup**.

Moving and Copying Objects

The following features can also be used with multiple object or grouped objects.

To move an object, click on the object to select it and the object frame appears. Place the mouse on the edge of the object until the cursor changes to a four-arrow pointer . Click and drag the object to the new location. Release the mouse to complete the move.

To move the selected object in smaller increments, use the arrow keys on your keyboard. If you click and drag *while* holding down the **Ctrl** key, a copy of the selected object is created when you release the mouse and **Ctrl** key.

To move an object more precisely, click on the object to select it. Select **Format > Properties** and click the **Position** tab. Type the **Horizontal** (distance from left edge) and the **Vertical** (distance from top edge) setting for the top left corner of the object. Click **OK**.




You can also right-click an object to access the **Properties** dialog box.

Moving and Copying Objects between Label Tabs and Projects

To move an object from one label to another, drag the selected object from the work space of the one label to the target **Master** or **Label** tab on the **Tab Bar**. Release the mouse. The object is now moved to the other label. If you click and drag *while* holding down the **Ctrl** key, a copy of the object is created on the other label in the same location.




You can use the same methods to move and copy labels between projects. First, select **Window > Tile** to place all open projects next to each other vertically on the screen. Click and drag the selected object from the work space of one project to the target **Master** or **Label** tab of the other project. If you click and drag *while* holding down the **Ctrl** key, a copy of the object is created.

To turn the **Tile** feature off, select the **Maximize** button  on the title bar of the project you want to work with.

Cut, Copy and Paste Commands

You can also use the **Cut**, **Copy** and **Paste** commands to move and copy objects from one location to another. When you cut or copy a selected object, it is stored in the computer's memory on the Microsoft Windows clipboard. The Microsoft Windows clipboard can only store one cut or copied selection at a time. Cutting and copying selected objects to the clipboard deletes any data previously held in the clipboard.

The **Cut** and **Copy** commands will not be available unless an object is selected. The **Paste** command will not be available if the clipboard is empty.

To cut or copy, click on the object to select it. Select **Edit > Cut** to move the object or **Edit > Copy** to copy the object. You can also click  , or  on the **Standard** toolbar. Click on the target **Master** or **Label** tab of the same project or another project to select that label. Select **Edit > Paste** or click  on the **Standard** toolbar to paste the clipboard contents to the new location.

Formatting Objects: Fills and Lines


To change the appearance of an object, click on the object to select it. Select **Format** and choose one of the following options: **Fill Color**  , **Fill Pattern**  , **Line Color**  , or **Line Thickness**  or click the corresponding button on the **Advanced** toolbar. Some tools are only available for specific types of objects as indicated in the descriptions below.



You can also right-click an object to access the fill and line tools.


To change the default settings for these tools, refer to the **Customizing DesignPro Settings** section in **Chapter 4**.

Fill Color

 Use this tool to add or change an object's background color. This tool is available for rectangles, ellipses, polygons, text objects and bar codes.

Right-click the object and select **Fill Color**. The **Edit Colors** dialog box appears. Select the **No Color** option if no fill color is desired or click one of the pre-defined colors under **Basic Colors**. For more color options, click within the color spectrum on the right side of the dialog box. Adjust the brightness and darkness of the color by sliding the black marker on the vertical bar. The new color appears in the **Color/Solid** field. Click **Add Colors** to add the color to the **Custom Color** palette for this project if desired. Click **OK** to apply the change to the selected object.

Fill Pattern

 Use this tool to add or change an object's fill pattern. This tool is available for rectangles, ellipses, polygons and text objects.

Right-click the object and select **Fill Pattern**. The **Fill Pattern** dialog box appears. Click one of the patterns under **Preview** to change the fill pattern. From the **Foreground** pull-down list box, select a different color for the pattern if desired. You can also change the fill color by selecting a color from the **Background** pull-down list box. Click **OK** to apply the changes to the selected object.

Line Color



Use this tool to add or change the object's line or frame color. This tool is available for graphic objects, drawing objects and text objects.

Right-click the object and select **Line Color**. The **Edit Colors** dialog box appears. Select the **No Color** option if no line color is desired or click one of the pre-defined colors under **Basic Colors**. For more color options, click within the color spectrum on the right side of the dialog box. Adjust the brightness and darkness of the color by sliding the black marker on the vertical bar. The new color appears in the **Color/Solid** field. Click **Add Colors** to add the color to the **Custom Color** palette for this project if desired. Click **OK** to apply the change to the selected object.

Line Thickness



Use this tool to add or change the object's line or frame thickness. This tool is available for graphic objects, drawing objects and text objects.

Right-click the object and select **Line Thickness**. The **Line Thickness** dialog box appears. Under **Thickness**, click one of the pre-defined line thicknesses. You can also manually type a custom thickness in the **Custom** field if desired. Click **OK** to apply the change to the selected object.

Duplicating Objects

To duplicate an object, click on the object to select it. Select **Edit > Duplicate** and an identical copy of the object is immediately placed on the same label.

Resizing Objects

To resize an object, click on the object to select it. The object frame with eight handles appears. If the handles are white, you can resize the object. Click and drag one of the handles in the desired direction and release the mouse. The object is resized. If an object cannot be resized, the handles will be black.

To resize an object and maintain the proportions (aspect ratio), click the object. Hold down the **Shift** key and drag one of the object's corner handles. Release the mouse and the object is resized.

To resize an object more precisely, click on the object to select it. Select **Format > Properties** from the **Menu Bar**. Click the **Size** tab. Enter the **Size** or **Scale** settings as desired. Click **OK**.



You can also right-click an object to access the **Properties** dialog box.

Aligning Objects

DesignPro offers several tools for aligning objects: **Rulers**, **Guides**, **Grids**, **Center Vertically** and **Horizontally**, and **Coordinates**.

Rulers


Horizontal and vertical rulers are displayed on the **Design** screen. Both rulers show the dimensions of the selected template. When an object or group of objects is selected, the dimensions of the selected objects are grayed on the ruler bar. If you change the zoom percentage for the selected template, the ruler dimensions adjust accordingly.

The pointer position is continuously indicated by a floating line in both the horizontal and vertical ruler areas. The exact position of the pointer is also shown in the **Status Bar**, at the bottom of the **Design** screen, as X (horizontal) and Y (vertical) coordinates.

- To change the measurement unit (millimeters, points, or inches) select **Tools > Options**. Click the **General** tab and make a selection from the **Measurement Unit** pull-down list box.
- Show or hide rulers by selecting **View > Ruler**.

Guides

Add guides to your design to help size and align objects. Objects can be snapped mutually to a guide for precise alignment. To snap objects, the **Snap to Guides** option must be selected. Then, if you move an object onto the guide it will snap into place.

Select **Layout > Guides** or click  on the **Advanced** toolbar. The **Guides** dialog box appears:

- Click the **Horizontal** or **Vertical** tab. Click **New** to enter the position of a new horizontal or vertical guide. Click **OK**. Continue to enter horizontal and vertical guides as desired.
- To edit and delete guides, select the guide and click the **Edit** or **Delete** button.
- Select **Show Guides** to display the vertical and horizontal guides on the **Design** screen.
- Select **Snap to Guides** if you want to “snap” objects to the guides.


Once created, you can select, move and delete guides on the work area as desired.



Once guides are created, select **Layout > Snap to Guides** to enable or disable this function.

Grid

Add a grid to your design to help size and align objects. Objects can be snapped to a grid for precise alignment. To snap objects, the **Snap to Grid** option must be selected. Then, if you move an object onto the grid it will snap into place.



Select **Layout > Grid** or click  on the **Advanced** toolbar. The **Grid** dialog box appears:

- Type the **Horizontal** and **Vertical** spacing for the grid.
- Select **Show Grid** to display the grid in the form of dots on the **Design** screen.
- Select **Snap to Grid** if you want to “snap” objects to the grid.



Once a grid is created, select **Layout > Snap to Grid** to enable or disable this function.

Center Vertically and Horizontally

To center an object vertically or horizontally on the label template, click on the object to select it. Select **Layout > Center** and choose **Horizontal** or **Vertical**. You can also click  or  on the **Advanced** toolbar. To place the object in the center of the label, center it both vertically and horizontally.


Coordinates

To select the precise coordinates of an object, click on the object to select it. Select **Format > Properties** and click the **Position** tab. Type the **Horizontal** (distance from left edge) and **Vertical** (distance from top edge) setting for the top left corner of the object. Click **OK**.

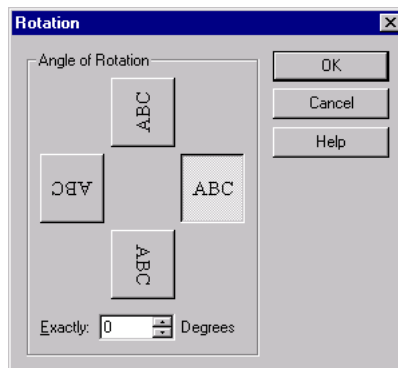


You can also right-click an object to access the **Properties** dialog box.

Rotating Objects

To rotate an object, click on the object to select it. Select **Format > Rotate** or click  on the **Advanced** toolbar. The **Rotation** dialog box appears. Choose between four different angles (0, 90, 180 or 270 degrees) by clicking the appropriate **ABC** button. To enter a different angle, type the setting in the **Exactly** field. Click **OK** to complete the rotation.

Bar code objects and graphic objects can be rotated using the pre-defined angles only (0, 90, 180 or 270 degrees). WMF graphic images cannot be rotated due to a limitation of the WMF file format.



You can also right-click an object to access the **Rotate** command.

If you rotate a multiple selection, each object is rotated on its own axis. If you wish to rotate objects on a common, central axis, group the objects first. When rotating a group, all objects contained within this group are rotated as a single unit. For information on grouping objects, refer to the **Grouping Multiple Objects** section in this chapter.

Editing Multiple Objects


Select the multiple objects to be edited. Right click the selection and select **Properties**. The **Properties** dialog box appears.

Click on the desired tab and change the properties for the selected objects. Object properties that can change for a multiple selection, such as size, color, line thickness, and rotation, will be applied to all objects in the multiple selection.

If a multiple selection contains objects which have different properties, the relevant fields remain blank. For example, the **Fill Color** field will be blank if the fill colors of the selected objects are different. If you change the **Fill Color**, the change will be applied to all selected objects.

If a multiple selection contains a rotated object, it is not possible to resize the entire selection. To resize the selection you must group it first. For information on grouping objects, refer to section **Grouping Multiple Objects** in this chapter. Also, it is not possible to resize multiple selections if one or more of the objects are anchored.

Changing the Object Order


Objects are placed on different “layers” in DesignPro. You may want to rearrange the order of the objects in your design. For example you may want to bring a text object forward in the design so it appears on top of a picture. To change the order of an object, click on the object to select it. Select **Layout > Order** and choose one of the following options: **Bring To Front**, **Send To Back**, **Bring Forward** or **Send Backward**. Or you can click the order buttons on the **Advanced** toolbar .



**Quick
Tip**


You can also right-click the object to access the **Order** commands.

Creating a Background Object

To convert an object into a background object, click on the object to select it. Select **Layout > Set As Background** or click  on the **Advanced** toolbar. The object will be adjusted to the size of the template and will be moved to the background layer of the label. Background objects cannot be edited. Each label can only contain one background. Setting a new object as the background object automatically deletes the old background object. You can delete an existing background by selecting **Layout > Delete Background**.

If you are using a product that supports printing to the edge and want the background to cover the entire label, you will need to set a bleeding value before using the **Set As Background** command. To set a **Bleeding** value, refer to the **Customizing DesignPro Settings** section in **Chapter 4**.

Sizing an Object to Template

To adjust the size of an object to the size of the current label template, click on the object to select it. Select **Layout > Size to Template** or click  on the **Advanced** toolbar. The size and position of the object will change to fit the label. Non-rectangular objects will never fill the label completely.

Some label templates may contain multiple panels. For instance, if the front and back of a greeting card print on the same side of the sheet, the **Label** tab will contain separate panels for the front and back. If the label template contains multiple panels and you select the **Size to Template** command, you will be prompted to click one of the panels. The object will then size to that panel.

If you are using a product that supports printing to the edge and want the object to cover the entire label, you will need to set a bleeding value before using the **Size to Template**

command. To set a **Bleeding** value, refer to the **Customizing DesignPro Settings** section in **Chapter 4**.

If you want to maintain the proportions of an object when **Sizing To Template** and avoid image distortion, select **Tools > Options > Objects** tab and select the **Maintain Object's Aspect Ratios when Sizing to Template** option. Small adjustments may need to be made as the graphic may or may not fill the template if maintaining proportions.

Locking Text and Bar Codes

To lock the content of a text object to prevent it from being edited inadvertently, select the text object. Select **Edit > Lock Content**. Note that although text inside the object is locked, it is still possible to select, edit and delete the object itself. To unlock the content, click on the object to select it. Select **Edit > Lock Content** again.

This function can be used for text objects, round text objects and bar code objects. Objects with locked content can be identified by the “padlock” that appears when you move the mouse over the text.

Replacing Graphics in Pre-Designed Layouts

To replace a graphic in a pre-designed layout, select the **Master** or **Label** tab containing the graphic object. Double-click the graphic. The **Replace Image** dialog box appears. Or you can click on the object to select it and choose **Insert > Replace Image**.



You can also right-click the object to access the **Replace Image** dialog box.



If unable to select a graphic object in a pre-designed layout, verify the following:

- You have selected the **Master** or **Label** tab containing the graphic object.
- The object is not grouped with other objects. Individual objects cannot be edited when grouped. To replace a graphic, the object must be ungrouped. For additional information, refer to the **Grouping Multiple Objects** section in this chapter.
- The object is not behind other objects in the design. If you are unable to select an object, try moving the objects on top of the graphic object to the back. Change the front and back position of objects within a design using the **Order** command. For additional information, refer to **Changing the Object Order** section in this chapter.

In the **Replace Image** dialog box, locate and select the new graphic. To maintain the proportions of the new graphic, select the **Maintain Aspect Ratio** option in the lower left corner of the dialog box. The size of the new object will adjust accordingly when inserted. If the object's are different sizes and the **Maintain Aspect Ratio** option is not selected, the new graphic may distort when inserted.

When satisfied with your selection, click **OK**. The original graphic is replaced.

Anchoring Objects

To anchor the position of an object on a label, click on the object to select it. Select **Edit > Anchor**. An anchored object cannot be moved, rotated or deleted and its size cannot be changed. To remove the anchoring of an object, click on the object to select it. Select **Edit > Anchor** again.

Anchored objects can be identified by the black handles and by the push pin that appears when you move the mouse over the object.

Chapter 8: Working with Databases

Overview

In this chapter we will discuss how to use some of the powerful DesignPro mail merge and database features. These features help you manage and print addresses or other information quickly and easily onto Avery products.

With DesignPro, you can create a new database, use an existing database, convert and use a LabelPro database, or import a database created by another program. DesignPro creates database files in the dBASE III file format (*.dbf).

The database features will not be available unless the **Master** tab is active. Database fields can only be inserted on the **Master** tab.

Basic Database Concepts

Database - A collection of records. For example, your personal address book on your computer is a database.

Record - A group of information in a database. For example, one person's information in the address book database is a record.

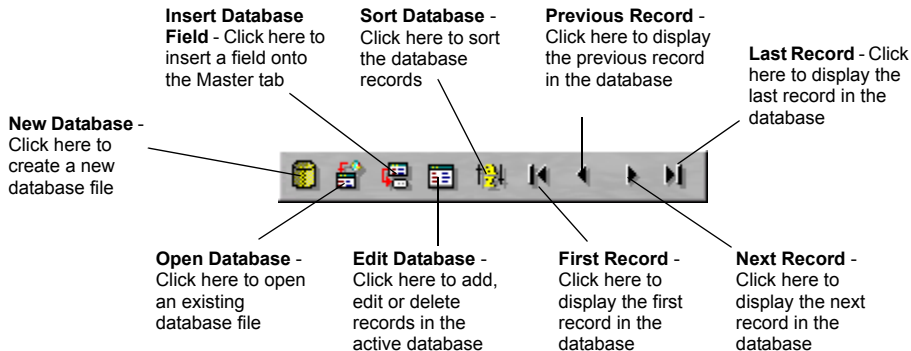
Field - Each separate component of a record. For example, the first name, last name or address of a person are separate fields within a record.

Filter - A selection of database records based on specific conditions. For example, the filter feature would allow you to select all records within a specified zip code.

Sort - The reorganization of database records by specific field names. For example, the sort feature would allow you to sort your address book database by last name, or city, or zip code, etc.

Database Tools

You can access DesignPro's database tools by selecting **Database** from the **Menu Bar** or by clicking the database buttons of the most frequently used commands on the **Advanced** toolbar.



Creating a New Database

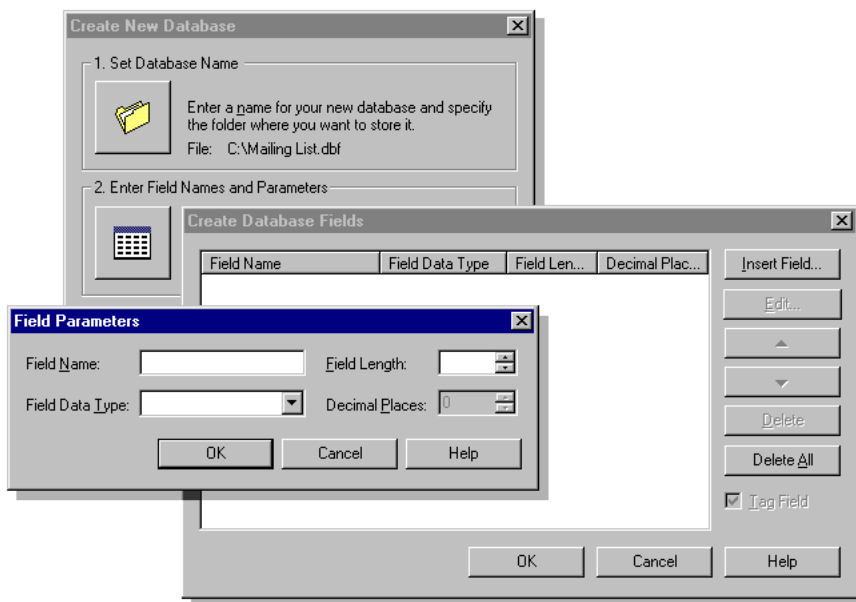
Follow the steps below to create a new database. The database will be saved in dBASE III file format (*.dbf). For additional help in creating a database, refer to **Chapter 3, Lesson 2**.



Database fields can only be inserted on the **Master** tab.

1. A project must be open and the **Master** tab must be active or the database tools will not be available.
2. Select **Database > New**. The **Create New Database** dialog box appears.
3. Click **1. Set Database Name**. The **Save dBASE Database As** dialog box appears. Select or create the directory where the file is to be saved, name the file, and click **Save**.

4. Click **2. Enter Field Names and Parameters**. The **Create Database Fields** dialog box appears.



5. Click **Insert Field**. The **Field Parameters** dialog box appears. Type the **Field Name**, **Field Length** and **Field Data Type**. (At least one field must be created to generate a database.)

- **Field Name** - Type the name of the field to be added (name, address, etc.). The field name can be a maximum of 10 characters in length.
- **Field Length** - Type the length of the field here. The maximum field length allowed is 255 characters. If you insert a date field, the field length is automatically set to 8.
- **Field Data Type** - Select the field data type you want. DesignPro supports the following dBASE data types: **Text**, **Integer**, **Floating Point Number**, **Date**, and **Decimal Places**. For further information, refer to the **DesignPro Help** file.

6. Click **OK** when finished entering the **Field Parameters**. The new field is displayed in the list. Continue inserting and naming fields, as desired.

7. When all fields have been entered, click **OK**.

8. Click **3. Enter Data**. The **Edit Database** dialog box appears.

9. Type text in each text field. Use **Enter** or **Tab** to move to the next field. Click **New Record** to move to the next new record. The database entries are automatically saved each time you move between records.

10. Click **Close** when input is complete. The **Insert Field** dialog box appears. Select a field to be inserted onto your Avery product and click **Insert**. Continue inserting the remaining fields, as desired. Click **Close** when finished. For additional information, refer to the **Merging Information onto Your Avery Product** section in this chapter.

Opening an Existing Database

In this section we will open an existing database file created by DesignPro and other programs. DesignPro creates and uses dBASE III (*.dbf) database files. The following file formats are also supported: Microsoft® Excel, Microsoft® Access, FoxPro®, Text, Paradox®, Oracle® and SQL-Server®. DesignPro can also convert and use Avery® LabelPro® files. For additional information, refer to the **DesignPro Help** files.

Opening DesignPro and Other dBASE III Databases

1. A project must be open and the **Master** tab must be active or the database tools will not be available.
2. Select **Database > Open**. Click **Open a dBASE III Database**.

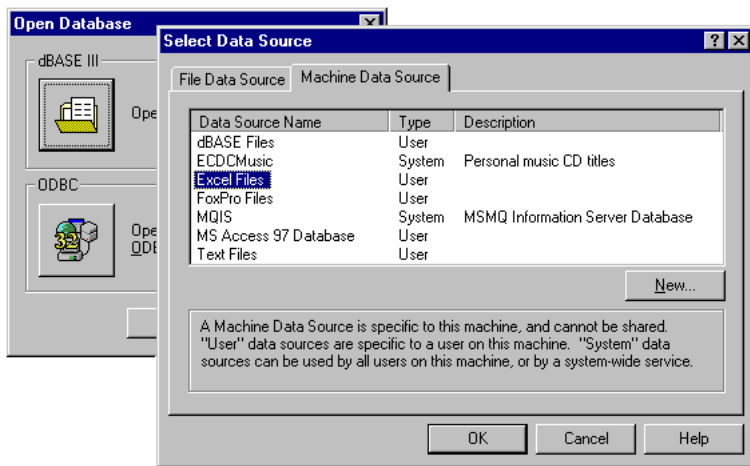
3. Locate and select your dBASE III (*.dbf) file on your computer and click **Open**. The database file is now linked to your current project. For additional information, refer to the **Merging Information onto Your Avery Product** section in this chapter.

Opening Databases Created in Other Programs

As mentioned above, several file formats created by other programs can be imported into DesignPro. DesignPro supports current database systems with the ODBC standard. To import various database formats, the ODBC drivers must be installed. For additional information, refer to the **DesignPro Help** file.

To illustrate the procedure, we will show you how to link a Microsoft® Excel database to your project.

1. A project must be open and the **Master** tab must be active or the database tools will not be available.
2. Select **Database > Open** to import data from an existing database. The **Open Database** dialog box appears.
3. Select **Open an External Database via ODBC**. The **Select Data Source** dialog box appears.
4. Select the **Machine Data Source** tab. A list with the data source names (DSN) appears depending on the ODBC drivers installed.



5. Select the data source that is desired and click **OK**.

6. A dialog box will appear to select a file. If the database file contains several tables/files, a prompt will appear to select the required table. When finished with your selections, the database is linked to your project. For additional information, refer to the **Merging Information onto Your Avery Product** section in this chapter.

Converting and Opening Avery LabelPro Databases

This feature will convert Avery® LabelPro® database files with the *.avd extension to the dBASE III format (*.dbf) supported by DesignPro.

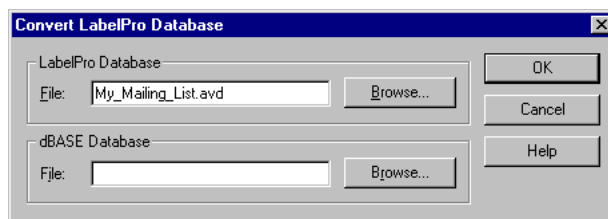
When converting to a dBASE III format, some of the existing fields may not be converted. Only field data types that are supported by DesignPro (Text, Integer, Floating Point Number and Date) can be converted and inserted.



If you are opening an Avery® LabelPro® design file (*.lpd) that has a LabelPro database (*.avd) linked to it, you do not need to use the Convert LabelPro Database command. The database file will automatically be converted to a *.dbf file when opened in DesignPro.

The Convert LabelPro Database command is useful only if you are converting a database file independently of a previously created LabelPro design.

1. Select **Tools > Convert LabelPro Database**. The **Convert LabelPro Database** dialog box appears.



2. Under **LabelPro Database**, click **Browse**. Locate and select the LabelPro database file (*.avd) and click **Open**.


If the field names (column titles) in the LabelPro database exceed the permitted length of 10 characters for dBASE files, the **Convert Field Names** dialog box appears.

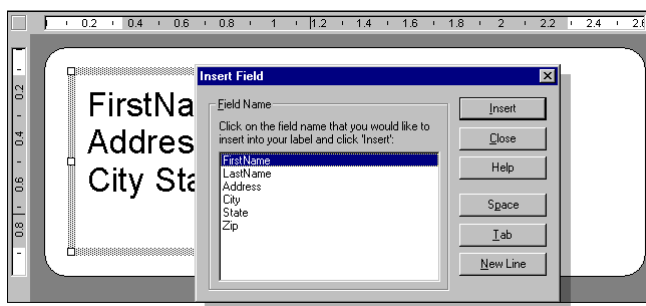
DesignPro suggests new field names for the conversion of longer names. You can accept these suggestions or you can type your own field names for the new *.dbf file in the **Change Field Names** dialog box.

3. The **Convert LabelPro Database** dialog box appears again. Under **dBASE Database**, name the new file. Click **Browse** to select a location for the new file and click **OK**. The newly created dBASE database can be opened with all dBASE compatible programs.
4. A message is displayed to confirm that the conversion of the LabelPro database file was successful.
5. After conversion, you can define whether you want to link the converted database to the current project.

Merging Information onto Your Avery Product

Once a database is linked to your project, the next step is to insert fields onto the **Master** tab to complete the merge process. Fields can be inserted in a text or round text object.


1. To merge database information, a project and database must be open and the **Master** tab must be active. If a text object is not selected, one will be created when the first field is inserted. For additional help on inserting fields, refer to **Chapter 3, Lesson 2**.
2. Select **Database > Insert Field** or click  on the **Advanced** toolbar. The **Insert Field** dialog box appears and a **Field Name** list is displayed.
3. Select the first field to be inserted on the label and click **Insert**.
4. The field is inserted in the selected text object at the cursor position. If no text object was selected, a new text object is created and the field inserted.
5. Continue inserting fields, as desired. Add spaces, tabs and new lines to your design by clicking the appropriate button on the **Insert Field** dialog box.



6. Click **Close** when all fields have been inserted, and format the fields as desired.

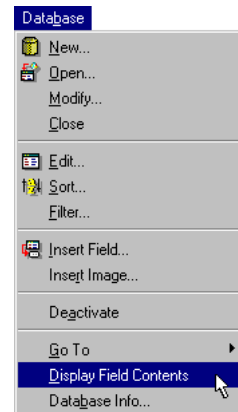
Displaying Field Contents and Navigating Between Records

After inserting field names onto the **Master** tab, view the actual database content associated with the field names by selecting **Database > Display Field Contents**. The field contents will now appear on the **Master** tab.

Select **Database > Go To** or click the database navigation buttons  to move between and display the field contents of different records in the linked database. You can navigate to the **First Record, Previous Record, Next Record** or **Last Record**.

If a filter is activated, only the records corresponding to the filter are displayed. If you have sorted the database, the records are displayed in the specified sort order.

Selecting **File > Print Preview** always displays the project with the field and record content.





Modifying Fields

Select **Database > Modify** to make changes and additions to the field names, field lengths and field data types of an existing database. For **Field Parameter** descriptions refer to step 5 of the **Creating a New Database** section in this chapter. The **Modify Database** dialog box appears:

- To add a new field - Click **Insert Field** to insert a new field and set its parameters in the **Field Parameters** dialog box.
- To modify an existing field - Select the field name in the list and click **Edit** to change the field parameters.
- To rearrange field order - Select a field name in the list. Use the up and down arrow buttons to move the field up or down in the list. The buttons are only enabled when the list contains at least two fields with one field selected.
- To delete field(s) - Select a field name in the list and click **Delete** to delete the field. Click **Delete All** to delete all fields. Deleting a field also deletes any data contained in this field.
- To Tag a field - Check the **Tag Field** checkbox to tag a field in the database. Tagged fields can be used as a filter condition when sorting a database. This feature is only available in dBASE III databases.

Editing Records

Select **Database > Edit** or click  on the **Advanced** toolbar to edit and browse the records in a database. The **Edit Database** dialog box appears.

- The records of the currently open database are displayed. You can edit, insert or delete records.
- Move between records using the navigation buttons  on the **Advanced** toolbar.
- If a filter is active in the database, only the records matching the filter conditions will be displayed.
- The format of the entered data depends on the field data type selected. To change the format, refer to the **Modifying Fields** section in this chapter.
- The format for the output of **Date and Time Format**, **Bar Code Type** and **Measurement Unit** data depends on the selected settings on the **General** tab of **Tools > Options**. For additional information, refer to the **Customizing DesignPro Settings** section in **Chapter 4**.
- The entered or modified data is automatically saved each time you move between records. You cannot restore the previous data once the new data is saved.
- The **Record Number** shows the number of the current record and the total number of records in the dBASE database. If a filter is active in the database, only the number of records matching the filter conditions are shown.
- Records contained in ODBC-text databases cannot be edited or deleted. The input fields in the **Edit Database** dialog box are deactivated. However, new records may be added.

The following commands are available in the Edit Database dialog box:

Close - Closes the dialog box and accept the changes.

New Record - Inserts a new record.

Delete - Deletes the current record.

Restore - Cancels the changes to the current record.

Find - Opens the **Search Database** dialog box. Click **Help** on the **Search Database** dialog box for additional information.

Additional commands which are only available for dBASE databases:


Duplicate - Inserts a copy of the current record at the end of the database.

Tag - Adds a tag to the current record.

Tag All - Tags all current records.

Untag All - Untags all current records.

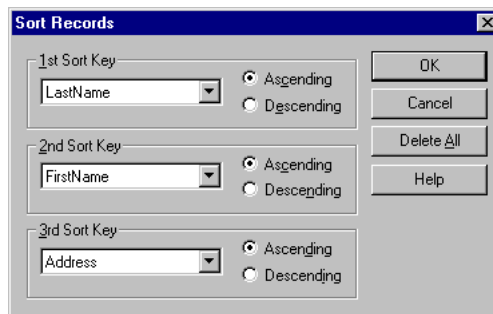
Sorting Records

Select **Database > Sort** or click  on the **Advanced** toolbar to sort the records in a database. At the **Sort Records** dialog box, sort the database by field names.

Under **1st Sort Key**, select your first sort field from the list of field names. Select ascending or descending order. Enter **2nd** and/or **3rd Sort Key** settings, if desired.

Click **OK** when finished entering your sort settings to sort the database. Click **Cancel** to close the dialog box without sorting.

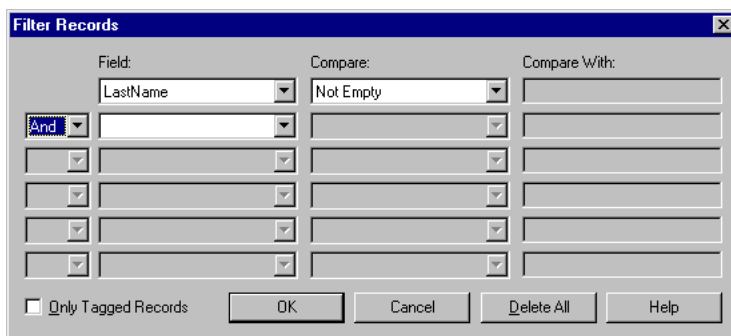
Click **Delete All** to delete the settings of all the sort keys. Enter new settings if desired.



Filtering and Selecting from a Database

The filter command creates a sub-set of records based on specific conditions. For example, use this feature to select all records within a specified zip code. Use the filter command to search for a group of records that meet specific criteria.

Select **Database > Filter**. The **Filter Records** dialog box appears.



DesignPro allows you to specify the conditions to query a database by allowing you to select single or multiple filtering criteria. The selected filter criteria is stored with the database, so the query may be repeated later, if needed. Filter conditions will also remain active until you deactivate them, or until the document is closed. To deactivate the conditions use the **Delete All** button described below.

Filters can be very useful when printing or when moving between records, since only records that match the filter criteria are available. The following criteria can be enabled to filter records:

- **Field** - Select fields for which you want to define filter conditions.
- **Compare** - Select an operator from the list and determine the way in which you would like to perform the query.
- **Compare With** - Type the condition or value with which the field content is to be compared. You can use wildcards if the field contains data of the data type **Text**. This option does not exist for comparisons with other data types. The wildcards are different for ODBC and dBASE databases but correspond to the usual characters in each case. For further information, refer to the **DesignPro Help** file.
- **And/Or** - Select **And** or **Or** to link the conditions between different fields.
- **Only Tagged Records** - Select all records which match the filter conditions AND are tagged (available only for dBASE databases containing a tag field).
- **OK** - Closes the dialog box and starts the query.
- **Cancel** - Closes the dialog box without filtering.
- **Delete All** - Deletes all filter settings.



If no record matches the filter conditions then no records will be displayed in the **Edit Database** dialog box and the fields of the record will appear empty.

Displaying Database Information

Select **Database > Database Info** to display the **Database Information** dialog box. For a **dBASE** database, the following information is displayed.

- **File** - Path and name of the currently open database file.
- **Status** - Database is linked or not linked.

- **Total Number of Records** - Total number of records in the dBASE database including all deleted records before compression of the database.
- **Number of Active Records** - Number of available records (matching the filter conditions).
- **Compress Database** - Removes deleted records from the dBASE database.

For an **ODBC** database the following information is displayed:

- **Data Source** - Name of the database.
- **File** - Path and name of the currently opened database file.
- **Type** - Database type.
- **Table** - Name of the currently used table within the database.
- **Status** - Database is linked or not linked.

Updating Fields

Select **View > Update Fields** to manually update fields. All fields, not just those currently selected, are updated within the project. This function can be used to update the date, time or database fields.

Inserting an Image from a Database

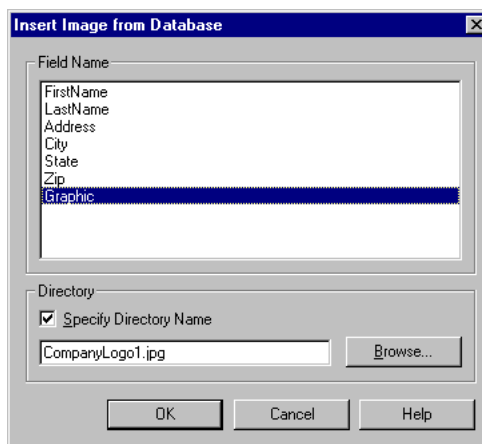
Select **Database > Insert Image** to insert an image from the active database onto the **Master** label. The name of the graphics file and, if necessary, the path are transferred from the selected field of the open database.

Since every record can contain a different graphics file, you can create similarly formatted labels with different graphics.

1. Select **Database > Insert Image**. The **Insert Image from Database** dialog box appears. A list of the field names of a record of the currently open database is displayed.

2. Select the field that contains the graphics specifications.

- The name of the graphics file complete with its file extension must be in the appropriate field of the record.
- The details of the path can either be in the record, which is useful if the pictures are located in different directories, or the path must be set in the **Text/Picture** tab under **Properties**, in the **Format** menu.



- If the path is not in the record, you can add the path by activating the **Specify Directory Name** checkbox.
- You can search for the corresponding directory that contains the pictures using the **Browse** button.

3. Click **OK**.

- The picture is inserted in the upper left corner of the label.




The inserted picture can be resized as desired. Since the field with the picture is inserted on the **Master** tab, the size of the field remains the same, irrespective of the size of the picture inserted from the database. This may cause distortion if pictures of different sizes are inserted.

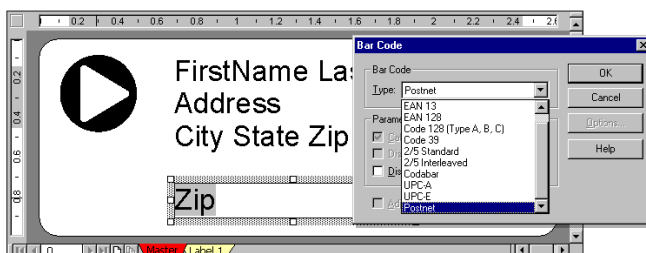
If a picture cannot be inserted from a database, for example, if the path or file cannot be found, a blue, diagonal cross appears.

When inserting metafiles (*.wmf) from a database, please note that metafiles cannot be rotated. If, for example both bitmaps and metafiles are inserted from one database, and they are rotated, only the bitmaps will be rotated.

Designing Database Fields as Bar Codes

If you want to create bar codes using a database field, follow these steps. The **Master** tab must be selected.


1. With the **Master** tab active, select **Insert > Bar Code** or click  on the **Vertical** toolbar. The cross-hair mouse pointer is activated.
2. Move the mouse pointer to the position where you wish to insert a bar code. Single click the left mouse button to open the bar code object with an automatically defined size which you can move and size later.
3. With the new bar code object created and selected, select **Database > Insert Field**.
4. Select the field name that contains the coded information and click **Insert**. Click **Close**. The field name appears in the bar code object.
5. Select **Format > Bar Code Parameters** to define the bar code settings. Once you have defined the settings click **OK**.



For detailed information about the types of bar codes supported by DesignPro, refer to the **DesignPro Help** file.

6. Click outside the bar code object to deselect it. The bar code of the first record appears on the **Master** tab.



7. To view fields and move between records on the **Master** tab, select the bar code object. Select **Database > Display Field Contents**. Then, select **Database > Go To** or click the navigation buttons  on the **Advanced** toolbar.



Note

If you want to code a serial number field instead of a database field, follow the same steps as for database fields. However, instead of selecting **Database > Insert Field**, select **Insert > Serial Number**. Define the serial number type, range, and value in the **Serial Number** dialog box, then click **Insert**.

Closing or Deactivating a Database

Select **Database > Close** to temporarily unlink your project with the active database. To restore the link of the database to your project select **Database > Restore Connection**. To permanently remove the link of your project with a database select **Database > Deactivate**. If you use the **Deactivate** command and then decide to relink the database you will need to open the database again by selecting **Database > Open**.


Chapter 9: Saving and Printing Your Project

Overview

In this chapter we will discuss how to save a new project, resave or rename an existing project and print various types of projects.

Saving a New Project

There are three ways to save a new project. The first time a project is saved the **Save As** dialog box appears. Use one of the following options to save a new project:

- From the **Design** screen, select **File > Save** or press **Ctrl+S** on the keyboard.
- From the **Design** screen, click the **Save** button  on the **Standard** toolbar.
- From the **Design** screen, select **File > Save As**.

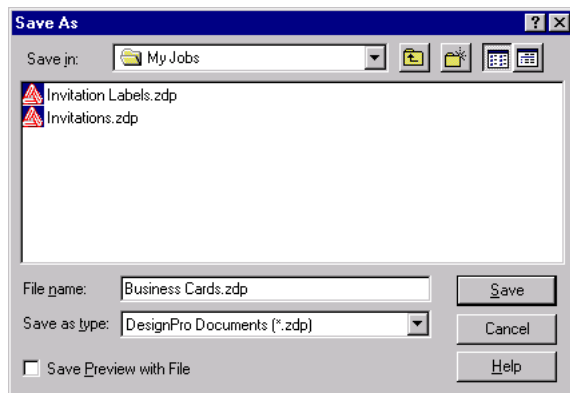
The Save As Dialog Box

Save in - Select the desired location on your computer where the project is to be saved.

File name - Type a project name. If a project is being saved for the first time, DesignPro suggests a name.


Save as type - DesignPro automatically adds the .zdp extension to a project file name.

Save Preview with File - If this option is selected, a preview of the project will be saved with the file.



Type the project name and save it to the desired location on your computer. The project is saved with the DesignPro .zdp extension.

Resaving or Renaming an Existing Project

To resave a project as you work, select **File > Save** or click  on the **Standard** toolbar. The existing project is overwritten by the latest version. It is always a good idea to save your work frequently.



**Quick
Tip**

You can also resave a file while you work by pressing **Ctrl+S** on the keyboard.

To resave a project with a new name select **File > Save As**. This is important if you want the original project to remain unaltered. The **Save As** dialog box appears. Rename the project and save it to the desired location. The new project is open and active. The original project is closed and unaltered.


Printing Your Project

DesignPro prints professional looking projects using most laser and inkjet printers. If you are a first-time DesignPro user, be sure to calibrate your printer *before* you start the print process. Calibrating your printer ensures that your design will print correctly on the Avery product. If you haven't calibrated your printer yet, refer to the **Calibrating Your Printer** section in this chapter.



Note

Before printing on your Avery product, print your project on a plain sheet of paper. If printing multiple pages, change the settings in the **Print** dialog box to print only one sheet. Hold the printed test sheet in front of the Avery product and up to a light, in order to check positioning. Adjust your design as needed.

1. If printing a specific **Label** tab only, be sure that tab is selected and active before selecting the **Print** option.
2. When ready to print, select **File > Print** or click  on the **Standard** toolbar.
3. The **Print** dialog box appears. In this dialog box you can select, the printer, labels to be printed, number of copies, start position on the sheet and additional print options. Review **The Print Dialog Box** section below and enter the desired settings.

4. Click **Print Preview** to view the project before printing. Click **Close** to return to the **Design** screen to make any necessary adjustments to your design or click **Print** to return to the **Print** dialog box, then click **OK** to print.



The term **label** is used throughout the DesignPro software and this manual when referring to a variety of Avery products. Label may represent card products, name badges, dividers or any Avery printable products.

The Print Dialog Box

Printer - Select your printer from the pull-down list box. Click **Properties** to check or change the printer settings.

Selection - Choose one of the following options:

- **Master Label Only** -

Prints the **Master** tab design only.

Select this option if you want to print

identical labels designed on the **Master** tab, or to print database projects or projects with serial number fields.

- **Current Selected Label** - Prints the active label only.

- **All Designed Labels** - Prints all designed labels in your project.

- **Labels** - Identifies and prints specific labels. Type the **Label** tab number, not the tab name, in the field provided. For a continuous number of labels type the **Label** tab start and end numbers separated by a dash. For example, type **3-8** to print **Label** tabs 3 through 8. To select a non-continuous number of labels, type the single numbers separated by semicolons. For example, type **1;5;9** to print **Label** tabs 1, 5 and 9.

Number of Copies - Choose one of the following options:


- Select **Labels** and type the number of copies of each selected label to print.

- Or select **Sheets** and type the number of sheets of the selected labels to print. Printing stops when the last sheet is full, regardless of the start position. For example, if you type **2** in the **Copies** field and select a start position half-way down the first page, only one and one-half sheets are printed. This option is not available when printing a project with a database.


Start Position - Define the position on the sheet where the printing is to begin by clicking the **Start Position** on the preview or by typing a **Start Position** number. When you open the **Print** dialog box, the start position of the previous print job is remembered. Be sure to select a new **Start Position**, if necessary.

Options - Opens the **Print Options** dialog box for additional printing selections. For more information, refer to **The Print Options Dialog Box** section later in this chapter.

Printing Identical Labels

1. On the **Design** screen, select the label to be printed by clicking the tab to make it active.
2. Select **File > Print** or click  on the **Standard** toolbar. The **Print** dialog box appears.
3. Select your **Printer** from the pull-down list box. Click **Properties** to check or change the printer settings.
4. Select **Master Label Only** to print the **Master** tab design only, otherwise select **Current Selected Label**.
5. For **Number of Copies** select either **Labels** or **Sheets**. Type the number of copies to print for each label or sheet. For example, 10 identical labels or 5 sheets of identical labels.
6. Click a **Start Position** on the label preview or type a start position number.
7. Click **Print Preview** to view the labels before printing.
8. Click **Close** to return to the **Design** screen to make any necessary adjustments to your design or click **Print** to return to the **Print** dialog box, then click **OK** to print.

Printing Different Labels

1. Select **File > Print** or click  on the **Standard** toolbar. The **Print** dialog box appears.
2. Select your **Printer** from the pull-down list box. Click **Properties** to check or change the printer settings.
3. Select **All Designed Labels** to print the entire project of different labels or select **Labels** to identify and print specific labels in your project.

4. For **Number of Copies** select either **Labels** or **Sheets**. Type the number of copies to print for each label or sheet. For example, 3 copies of each label or 3 sheets of the selected labels.
5. Click a **Start Position** on the label preview or type a start position number.
6. Click **Print Preview** to view the labels before printing.
7. Click **Close** to return to the **Design** screen to make any necessary adjustments to your design or click **Print** to return to the **Print** dialog box, then click **OK** to print.

Printing Two-Sided Products

Follow these steps to print two-sided products such as cards, postcards, brochures and mailers.

1. Review any special instructions included in the Avery product package, such as dry time. Also, review your printer literature to determine how to reinsert a sheet for two-sided printing.
2. The design for one side of the product should be on one **Label** tab and the design for the other side should be on another **Label** tab. Select the **Label** tab that contains the design for the first side.
3. Select **File > Print**. In the **Print** dialog box, select your printer. Click **Properties** to check or change the printer settings.
4. Choose **Current Selected Label**. For **Number of Copies**, select **Sheets** and type **1**. The **Start Position** should be **1**.
5. Click **Print Preview** to view the project before printing.
6. Click **Close** to return to the **Design** screen to make any necessary adjustments to your design or click **Print** to return to the **Print** dialog box, then click **OK** to print.
7. When finished printing the first side, reinsert the sheet into your printer allowing dry time as indicated.
8. Select the **Label** tab that contains the design for the other side of the product and repeat the steps.

Printing Direct Print Custom Dividers

1. When creating a Direct Print Custom Divider project, each divider page is represented by one **Label** tab. For example, there will be 8 **Label** tabs for an 8-tab divider product.
2. To print one set of the 8-tab dividers, select **File > Print**. Select **All Designed Labels** and under **Number of Copies**, select the **Labels** option and type **1**.

3. Click **Print Preview** to view the divider pages before printing.
4. Click **Close** to return to the **Design** screen to make any necessary adjustments to your design or click **Print** to return to the **Print** dialog box, then click **OK** to print.

Printing to the Edge

If you are using a product that supports printing to the edge, do the following to ensure full coverage of the label.

1. On the **Design** screen, select **Tools > Options > Objects** tab.
2. Enter a **Bleeding** value of at least .125" or .25" (or 3 mm to 6 mm). An object will overlap the label template by the entered value when using the **Size To Template** or **Set As Background** commands.
3. Click **OK**.
4. Insert and select the graphic you want for the background image. If you want the same background to appear on all labels, insert the background image on the **Master** tab.
5. Select **Layout > Size to Template**. The image fills the label and overlaps the label template by the bleeding value.
6. Finish designing the labels.
7. When ready to print, select **File > Print**.
8. Enter the desired settings in the **Print** dialog box.
9. Click **Print Preview** to view the labels before printing.
10. Click **Close** to return to the **Design** screen to make any necessary adjustments to your design or click **Print** to return to the **Print** dialog box, then click **OK** to print.

You can also ensure full coverage of the label by manually resizing objects to extend at least .125" or .25" (or 3 mm to 6 mm) beyond the edge of the label template.

For additional information on printing to the edge of a product, refer to **Chapter 3, Lesson 4**.

Printing Projects with Database Fields

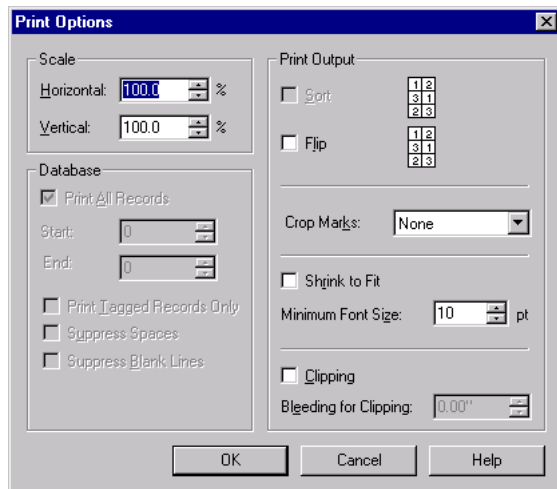
Once you have inserted database fields on the **Master** tab and designed the **Master** tab label, you are ready to print the database information onto your Avery product. For additional information on preparing a database project, refer to **Chapter 3, Lesson 2** and **Chapter 5**.

1. In the **Print** dialog box, select your printer. Click **Properties** to check or change the printer settings.
2. Select **Master Label Only**. For **Number of Copies**, **Labels** is selected by default. Enter the number of copies to print for each label (record).
3. Click a **Start Position** on the label preview or type a start position number.
4. For additional print selections, click **Options**. Enter the settings as desired and click **OK**. For more information on the additional selections, refer to **The Print Options Dialog Box** section in this chapter.
5. In the **Print** dialog box, click **Print Preview** to view the labels before printing.
6. Click **Close** to return to the **Design** screen to make any necessary adjustments to your design or click **Print** to return to the **Print** dialog box, then click **OK** to print.

The Print Options Dialog Box

This **Print Options** dialog box provides additional print options for the selected labels.

Scale - This option allows you to scale the print image. When printing a large quantity of labels at the same time, the output may shift slightly. The inaccuracy in the printout can be corrected by adjusting the **Horizontal** and **Vertical** scale values in small increments. Changing the values in the range of 95 to 105% is generally sufficient. The change will not be visible in the **Print Preview**. Changing the scale values can result in slight changes to the design layout, particularly text. The changed values are saved and remembered when you reopen the project.



Database - These options are only available if a database is open.

- **Print All Records** - Prints all records of the database. To enter and print a specific range of records only, uncheck **Print All Records** and type a **Start** and **End** record number.
- **Print Tagged Records Only** - Prints only the records that have the **Tag** field selected. Only the records that match the filter, if applied, *and* are tagged will print.
- **Suppress Spaces** - Ignores any blank spaces following an empty database field.
- **Suppress Blank Lines** - Ignores any lines containing blank database fields.

Sort - This option is available if you are printing more than one label and the labels have different designs. If these conditions are met, two sort options are available: All multiple copies of the same label grouped together (111, 222, 333) or grouped in sets (123, 123, 123).

Flip - This option flips the printout. This option is useful for creating printouts that will be transferred such as iron-on T-shirt transfers or for items viewed in reverse such as decals. Bar codes and OLE objects cannot be printed as mirror images. If a metafile (*.wmf) graphic image contains a bitmap, the metafile cannot be printed as a mirror image.

Crop Marks - When selected, crop marks are printed on the template margin. Select a crop mark type from the pull-down list box. Crop marks are not visible in the **Print Preview**.

Shrink to Fit - When selected, this option shrinks database field text to prevent line breaks from occurring when the text is too long. When you activate this option, the point size for records that are “too long” is reduced until line breaks are no longer necessary. Specify a **Minimum Font Size** in the field provided. The font will not be reduced below the minimum size specified.

Clipping - When selected, portions of the design elements that lie outside the label template are not printed. Select this option if your design has objects extending beyond the label template or if the label template contains “knock-out” areas such as the center hole of a CD/DVD label. This option can save printing time and ink.

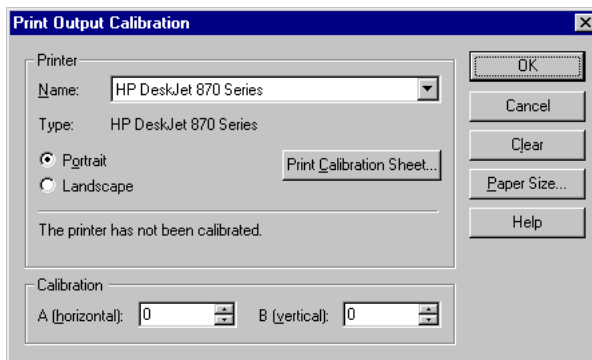
Bleeding for Clipping - This option becomes available when **Clipping** is selected. The value entered defines the clipped area outside the label template. Any objects in your design that are placed beyond the edge of the label template will be clipped to the value entered. If printing to the edge of the label, the clipping value should be at least .125” or .25” (or 3 mm to 6 mm) to ensure full coverage of the label.

Calibrating Your Printer

The DesignPro printer calibration procedure is simple and easy. Just print a calibration sheet on your printer and follow the instructions on the sheet to verify that your printer is aligned both vertically and horizontally. Calibrating your printer ensures that your design will print correctly on the Avery product. Each printer used with DesignPro should be calibrated separately.

1. Select **File > Calibrate Printer**. The **Print Output Calibration** dialog box appears.

2. Select your **Printer** from the pull-down list box. A message appears in the dialog box indicating whether or not the printer has been calibrated. If the printer has already been calibrated, click **Cancel** to return to the **Design** screen.



3. Click **Paper Size** and select **A4**

or **Letter**. **A4** is the international standard size and **Letter** is the U.S. standard size.

4. Select **Portrait** and click **Print Calibration Sheet**. Follow the instructions on the printout and type the **A (horizontal)** and **B (vertical)** values as indicated.

5. Select **Landscape** and click **Print Calibration Sheet**. Follow the instructions on the printout and enter the **A (horizontal)** and **B (vertical)** values as indicated.

6. Click **OK** to apply the settings and return to the **Design** screen.



**Quick
Tip**

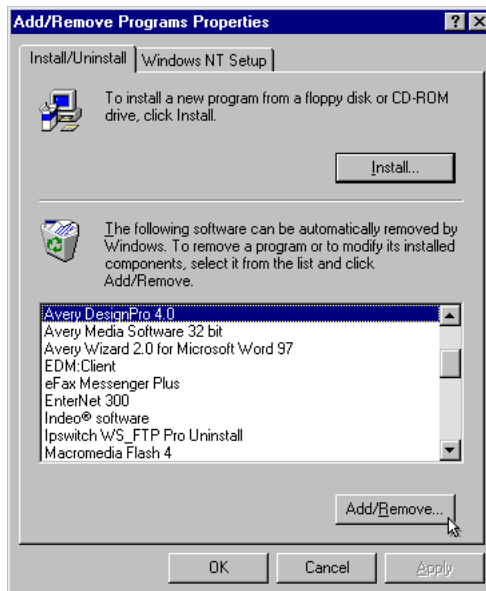
If you want to restore the previous calibration settings, select **File > Calibrate Printer** and click **Clear**. Click **OK**.

Chapter 10: Uninstalling DesignPro™

Removing DesignPro™ from Your Computer

To remove DesignPro from the hard drive on your computer, close all applications and begin at the Microsoft® Windows desktop.

1. Click **Start** on the Microsoft Windows Task Bar.
2. Select **Settings > Control Panel**.
3. Double click **Add/Remove Programs**. The **Add/Remove Programs** dialog box appears. The Microsoft Windows NT 4.0 dialog box is shown here.
4. Depending on your Microsoft Windows version, select **Change or Remove Programs** on the left side of the dialog box or click the **Install/Uninstall** tab
5. Select **Avery DesignPro** in the list of installed applications.
6. Click **Change/Remove** or **Add/Remove**. The InstallShield Wizard will guide you through the uninstall.
7. When prompted to proceed, click **Yes**.
8. A notice will confirm the uninstall. Click **OK**.



Note Most uninstall programs cannot completely remove all of the files belonging to a program. You may have to remove some of the DesignPro program files manually.

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